UNIVERSITY of HAWAIʻI®
WINDWARD
COMMUNITY COLLEGE

BIOL 100: Human Biology

3 Credits CRN 62043

Online, Asynchronous

INSTRUCTOR: Ross Langston, PhD

OFFICE: Imiloa 115

OFFICE HOURS: by appointment via Star Balance

TELEPHONE: 808-429-6218 (cell) Email: langston@hawaii.edu

EFFECTIVE DATE: Fall, 2026

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'ake akamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu— hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

ʻĀina

Windward Community College is located in the ahupuaʻa of Kāneʻohe and Heʻeʻia in the moku of Koʻolaupoko on the island of Oʻahu. Both ahupuaʻa are directly connected to the moʻo ʻōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the puʻu of Keahiakahoe, which is also connected to many moʻo ʻōlelo of this ʻāina. Because wind names and rain names are associated with specific ʻāina, the rain name of Kāneʻohe is known as the ʻĀpuakea and the rain name of Heʻeʻia is the Ulumano.

CATALOG DESCRIPTION

Introduction to the structure and functions of cells, tissues, organs, and systems of the human body. Topics related to physical fitness, nutrition, health, and disease. Not intended for science majors. Students who have received credit for or are currently enrolled in ZOOL 101 may not receive credit for BIOL 100.

Activities Required at Scheduled Times Other than Class Times

None. This is an asynchronous class. Students may view lectures and complete assignments at any time up until the posted deadlines. Students can contact the instructor at any time in the course!

STUDENT LEARNING OUTCOMES

As a result of taking this course, students can expect to attain the following outcomes:

1. Use scientific reasoning to answer a question about phenomena in our natural universe or to determine the validity of a scientific claim.
2. Distinguish between living things and inanimate objects.
3. Relate cell structure and function to the architecture and functioning of the human body.
4. Use information about the form (anatomy) and function (physiology) of the human body to make effective decisions about human health.
5. Describe the interrelationships between humans and their environments.

COURSE CONTENT.

Concepts or Topics

The student will describe and integrate basic biological principles and define basic biological terms presented in lecture, required texts, and other instructional materials, citing specific examples when asked for. These principles include the following areas:

- Philosophy and characteristics of science and the scientific method
- Characteristics of living things and how living things differ from inanimate objects
- Chemical architecture of living things and the functions of the major groups of biological molecules
- Animal cells: the functions of their parts, how animal cells differ from plant and prokaryotic cells, cell metabolism and cell division
- Genetics and inheritance
- Human evolution, its mechanisms and history;
- Human nutritional requirements and the role of nutrition and fitness in human health
- Hierarchical architecture of the human body: molecules, cells, tissues, organs, organ systems, and whole organism;
- Anatomy and physiology of the systems that make up the human body, including skeletal, integumentary, muscular, circulatory, digestive, respiratory, excretory, nervous, endocrine, immune, and reproductive systems.

COURSE TASKS

1) Complete assigned readings, attend lectures, and take notes.
2) Complete eight class assignments.
3) Complete two discussion board assignments.
4) Complete 14 weekly quizzes.

ASSESSMENT TASKS AND GRADING

QUIZZES (120 points- 10 points for each quiz). The student will take 14 quizzes which will cover material from the lecture and reading. **Quizzes may be taken from home, but they MUST be taken by the indicated deadline (typically 11:00 PM each Friday**). Each quiz can be taken up to FIVE times; only the highest score will be saved. Please note that quizzes cannot be made up for any reason, including network problems or personal emergencies. The lowest TWO quiz grades will be dropped at the end of the semester. As with exams, quizzes will be timed (typically 30 s to 1 min per question, depending on difficulty). Quizzes may be taken open-book, but be warned that if you do not study beforehand you will not be able to complete the quiz before the deadline lapses.

CLASS ASSIGNMENTS* (180 points- 20 points per activity) Students will participate in assigned activities which can be conducted at home asynchronously. For some of these activities, you will need to film yourself conducting the activity and upload to Lamaku by the assignment deadline. Assignments generally take 2-3 hours to complete and **must be uploaded to assignments by 11 PM Sundays.** Late assignments will be accepted up to seven days after the deadline with a 10% deduction for each day late. I will use a posted rubric to evaluate each assignment.

CLASS DISCUSSIONS* (40 points- 20 for each discussion board). Students will participate in two class discussions. The purpose of these discussion boards is to facilitate instructor-student and student-student discussion of course content. For example, for Discussion # 1, the student will need to evaluate a potentially dubious medical or scientific claim using the CRAAP rubric. In addition, they will need to respond to the posts of two other students. For each discussion board assignment, I will provide direct and personal feedback to each participating student throughout the assignment open period (typically within 1 day of student post). I will use a posted rubric to evaluate each discussion post.

* At the end of the semester I will drop the lowest 20-point activity or assignments for each student.

The table below reflects the *approximate* distribution of points for the class. Note that the total number of points in your class may be smaller or greater, depending on the number of assignments and quizzes. Rest assured that the calculation of final grades will always follow the percentage cutoffs below.

METHOD OF GRADING

Quizzes	120 points
Class Discussions	40 points
Assignments	160 points
TOTAL	**320 points**

GRADING SCALE

Percentage	**Grade**
90-100	A
80-89	B
70-79	C
60-69	D
0- 59	F

Please note that "N" grades are not given for this course.
Grades may be curved at the instructor's discretion; however, the student should use the above grading scale to evaluate their performance throughout the class.

Late work, missed exams, etc.

Missed quizzes cannot be made up! That said, I will drop the two lowest quiz scores at the end of the semester. I will also drop the lowest assignment or discussion score at the end of the semester.
Late assignments can be emailed to me up to 1 week after the due date. 10% of the possible assignment score is deducted for each day late.

LEARNING RESOURCES

Textbook: CK-12 College Human Biology (https://www.ck12.org/book/ck-12-human-biology/)
Course Website: lamaku.hawaii.edu

Regular Substantive Interaction (RSI)

Online courses at Windward Community College follow the college's RSI Definition for ensuring quality instruction. You can expect me to communicate with you frequently (and in a timely fashion) about our coursework in the following ways during our 16-week course.

● **Announcements:** I issue course announcements on a weekly basis in order to keep students informed about upcoming deadlines, extra credit opportunities, etc. Typically these announcements are released between 8-10 am each Monday. I may also use follow-up announcements later in the week to provide reminders and generalized advice for submitting assignments.

Narrated Lectures: All lectures posted on the lamaku website are narrated by me, your course instructor. Although recorded lectures do not count as direct instruction, the ACCJC does consider them to be a form of substantive interaction (ACCJC Distance Education Review: FAQ #1). In addition to covering course content, the lecture videos provide mnemonic devices for remembering course content.

- **Assignments:** In order to successfully complete the course, students must complete eight class assignments. Many of these assignments require students to film themselves while they demonstrate mastery of course content (e.g., identifying major bones of the body, demonstrating joint movements) or while performing experiments related to course material (e.,g., evaluating the effects of body position on heart rate). Each of these activities will be hand-graded by me. I will provide detailed and specific feedback within the "Assignments" tool within 1 week of the due date.
- **Discussions:** In addition to the eight hand-graded assignments, there are two "discussion board" assignments. For these, students will need to post answers to the assignment prompt within Padlet or an equivalent environment. For example, for Discussion # 1, the student will need to evaluate a potentially dubious medical or scientific claim using the CRAAP rubric. In addition, they will need to respond to the posts of two other students. For each discussion board assignment, I will provide direct and personal feedback to each participating student throughout the assignment open period (typically within 1 day of student post).
- **Quizzes:** Students will submit weekly quizzes related to course content. Although these are automatically graded, I will provide feedback for difficult/frequently missed questions via course announcements.
- **Grade Check-ins:** Students enrolled in the course can always access the lamaku gradebook to check on their progress in the course. In addition, I will check in with them at three points in the semester (after the first two weeks, prior to end of drop-add, and 2-3 weeks prior to the end of the course. I will also provide detailed feedback via the UH early alert system.
- **Contact Me!** After 20+ years of teaching, I have found that the most effective way to facilitate student success is to be available as much as possible! I encourage students to contact me in any of the following ways: Text or cell phone: (808) 429-6218. I prefer text for short, to-the-point questions and/or those which need to be answered quickly. I typically respond immediately- 1 hour between 8 am - 8 pm Monday through Friday. I also respond outside of these hours, but with less frequency. For less urgent questions related to course material, use the "Discussions" app within lamaku so that all students can benefit from your question. Or you can contact me using the "messages" app in lamaku. You can also contact me via email (langston@hawaii.edu). I encourage email if

the answer is related to grades, etc. Finally, you can always make an appointment to meet with me (Face-to-Face or online) via Star Balance. I offer several opportunities each day to meet. The meeting can be scheduled for ANY OF THE FOLLOWING: questions about grades, questions about course content, individual tutoring, etc. Basically, anything related to the course! According to the ACCJC FAQ #6, availability via office hours counts as a method of regular interaction.

All course activity due dates are listed in Lamakū on the Calendar. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and activity reminders. I will keep our Lamakū course Grades as current as possible (all assignments graded within 1 week of due date).

CLASS DECORUM

(This section is primarily intended for online classes, but I think it is important for online students as well!)

As your instructor, I try very hard to create an atmosphere of mutual respect. This is a college class where students are welcome and encouraged to participate in class discussions and ask questions during the lecture. My only requirements are 1) that you are respectful in your interactions with me and your fellow students and 2) that you refrain from disruptive behavior. This includes making loud noises, talking on your cell phone (if you need to take a call, please do so in the hallway), or talking while I am speaking. If you are disruptive or disrespectful, I will give you a polite warning. If you continue to do so I will ask you to leave the class for the day. If you believe I am being disrespectful to you or anyone else in the class, please let me know!

As a reminder, smoking, vaping, and consuming drugs or alcohol are not allowed on the WCC campus. Harassment or violence of any kind is also prohibited (see below). Students who engage in these activities will be asked to leave immediately and referred to the Vice Chancellor of Student Services.

If you have questions about your grades or academic progress, please see me outside of the class (e.g., during office hours or contact me by email). I cannot discuss your grades during class time or in a situation that is not private, as this violates FERPA rules.

PARTICIPATION VERIFICATION

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with Executive Policy 7.209, all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

DISABILITIES ACCOMMODATIONS

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kakoʻo 106) for more information.

OTHER CAMPUS INFORMATION

TRIO PROGRAM

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Here is their contact info:https://windward.hawaii.edu/trio/

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs website.

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the WCC Mental Health & Wellness website.

LGBTQ+

The University of Hawaiʻi system and Windward Community College are committed to building an inclusive community that supports and advocates for all Students, Staff, and Faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. University of Hawai`i Commission on LGBTQ+ Equality at their website: http://www.hawaii.edu/offices/president/lgbtq/ Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts website for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai‘i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online.

SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.
If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System
Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 107 (Wednesdays)

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources, and the University’s Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

How to Succeed in BIOL 100

Although you will be given lecture outlines, you will not succeed in this class without attending lecture and taking detailed notes on the corresponding material in the textbook. Merely reading the chapter will not suffice. Science courses at WCC generally require a minimum of two to three hours of independent study time for each hour in class. It is your responsibility to allocate the appropriate amount of time needed for study and be realistic about all personal and professional commitments that may infringe on your study time.
As part of your studies, you will need to understand a veritable *mountain* of medical and anatomical terms, most of which will probably be foreign to you. Many students find it helpful to enroll in HLTH 125 (Survey of Medical Terminology) at the same time as BIOL 100, as there is some repetition in the material covered. In this course, most important vocabulary words appear in **boldface** throughout your textbook. One way to learn these vocabulary words is to make flash cards to quiz yourself. Answering the matching and fill-in-the-blank questions located in the back of each text chapter can also be a helpful way to learn new terms. Be warned: Merely knowing the *definitions* of vocabulary words will be of little use if you do not know how the anatomy of the structures they represent.
In addition to vocabulary, you will be expected to have a detailed understanding of the mechanisms regulating human body systems. In many cases, these systems are regulated by negative feedback loops.

My #1 Suggestion for success in this class: Take the weekly quizzes EARLY, even if you have not had a chance to properly study for the quiz. This will prevent you from receiving a "zero" score should you forget to take the quiz by the deadline. It will also help you to better direct your studying so you can do better on future attempts for the same quiz. Remember, only your HIGHEST score is saved for each quiz.

My #2 suggestion is to **work ahead** on the assignments and class discussions. Most will take 2-3 hours to complete and some will require that you purchase supplies from the store (e.g., cells activity) or have a second participant. NONE of them can be done quickly. For this reason, I URGE you to begin working on the assignment/discussion at least 1 week before the due date.

ACADEMIC DISHONESTY

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

- Students will receive a failing grade for assignments or exams where cheating or plagiarism is documented.
- All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

Academic Dishonesty

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in expulsion from the University.

Cheating

Includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism

Includes but is not limited to submitting any document to satisfy an academic requirement that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or drylabbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakaʻi 121
- Phone: (808) 235-7422

Course Schedule

Week	DATE	TOPIC	TEXT	Quizzes due by Friday 11 PM; Assignments by Sunday at 11 PM
1	8/24-8/28	Scientific Method	CH 1	Quiz 0
2	8/31-9/4	Evaluating Scientific Claims	CH 1	Quiz 1 Discussion 1
3	9/7-9/11	Characteristics of Life	2, 9.2	Quiz 2 Assignment 1
4	9/14-9/18	The Chemistry of Life Biological Molecules	3.1-3.2 3.3-3.7	Quiz 3 Assignment 2
5	9/21-9/25	Cell Types and Cellular Organelles Membrane Transport	4.1-4.6 4.7-4.8	Quiz 4
6	9/28-10/2	Cell Division	4.12-4.13	Assignment 3
7	10/5-10/9	Tissues		Quiz 5
8	10/12-10/16	Integumentary System	12	Quiz 6 Assignment 4
9	10/19-10/23	Skeletal System	13.1-13.5;	Assignment 5
10	10/26-10/30	Muscle Physiology Joint Movements	13.6,14	Quiz 7 Assignment 6
11	11/2-11/6	Nervous System The Senses	10	Quiz 8
12	11/9-11/13	Endocrine System	11	Quiz 9 Assignment 7
13	11/16-11/20	Cardiovascular System	16	Quiz 10
14	11/23-11/27	Respiratory System	15	Quiz 11 Assignment 8
15	11/30-12/4	Digestive System Nutrition	17 23	Quiz 12
16	12/7-12/11	Reproductive System	20	Quiz 13 Assignment 9

- Last day for 100% Refund: September 1st
- Last day to drop without “W” grade & 50% Refund: September 15th
- Last day to Withdraw (“W” entered on transcript): November 2nd
- LAST day to turn in assignments (Late policies apply) December 14th