Your teacher is:

Jennifer Waughtal
jwaughtal@sd57.bc.ca
564-6574 ext 2069 or
1-800-661-661-7515 ext 2069
http://www.cides.sd57.bc.ca/index.php?id=5080

Teacher's Office Hours and Support:
Check my teacher's website for up-to-date office hours. Check the Student Support page at
http://www.cides.sd57.bc.ca/index.php?id=3363
for different ways to obtain support with your course.

Course Overview
Biology 12 studies cell compounds, cell processes and
the structure and function of the human systems. This is
an online course with 15 Units in 3 Modules. Each Unit
has a number of assignments that are self-marked and
should not be handed in. At the end of each Unit is a
supervised test that must be completed. There are
cumulative tests at the end of each Module. There is a
cumulative Final Exam at the end of this course.

Course Evaluation
Registration Assignment  5% of final mark
Unit Tests               45% of final mark
Module Tests             30% of final mark
Final Exam               20% of final mark

Materials Required for the Course
A computer with high-speed internet access
An email account
A word processor
Adobe Reader

Important ** Important ** Important
1. Look over the "Suggested Completion Schedule"
on the next page carefully.

2. Email is one of the best ways to communicate
with your teacher. If leaving a message by phone,
be sure to leave a clear message with your name
and phone number.

3. Report Cards are sent out every 3 months
following the month in which you registered for the
course.

4. If you change your address, phone, or email
address contact your teacher right away or
communication will be broken.

5. There are no test rewrites. Do not send in blank
questions. Seek the help you need before your test
is marked, not after.

6. To book a test call the school and ask for
the testing center. Our test supervisor will
help you to arrange a time that works for
you. If leaving a message on her answering
machine, speak clearly and leave your full
name, course you are taking and phone
number. Tests must be booked 24 hours
in advance.

7. Self Marking Assignments. Each unit has
self-marking activities with answer keys
provided at the back of your course
package. Checking your work, helps check
your understanding as you proceed through
the course. DO NOT SUBMIT
ASSIGNMENTS FOR MARKING.

8. Updates, Errors, and Omissions - Check
the course homepage for any updates,
errors, or omissions to the course materials
before beginning, and frequently throughout
the course as you begin a new section. If
you find a mistake that has not been
identified, help others by reporting it to your
teacher.

9. Contact your teacher if you will not be
working on your course for a period of
time. You are responsible for keeping your
teacher informed of your work on your
course.

10. Academic Probation and Withdrawal -
Students must be actively working on their
courses on a regular basis as indicated by
test completion or communication with their
teacher. Lack of regular activity results in a
student being placed on Academic
Probation. Continued lack of activity then
results in withdrawal from the course.
Contact your teacher if you need more than
three weeks to write your next test, or if you
are getting behind. It is your responsibility to
communicate your circumstances to your
teacher.

11. Course Expiry - You have 12 months from
the start of your course before your course
expires without extension. Upon expiry, all
work not done receives a mark of zero and a
final grade is calculated.
DE allows students flexibility in school work; sticking to a schedule ensures timely completion to achieve your goals. **Use the following table to complete your course in 21 weeks (1 semester).** You may choose to complete the course faster or slower. You have one year until your course expires.

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Familiarize yourself with course resources; complete Lessons 1.1 to 1.4; complete Assignment 1.1; post on the Biology 12 Forum; write the <strong>Unit 1 Test</strong> on Cell Compounds. <em>Unit 1 is the Registration Assignment</em></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>Complete Lessons 2.1 to 2.12; write the <strong>Unit 2 Test</strong> on Biological Molecules.</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td>Complete Lessons 3.1 to 3.3; write the <strong>Unit 3 Test</strong> on Cell Structure.</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td>Complete Lessons 4.1 to 4.4.</td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td>Complete Lessons 4.5 to 4.8; write the <strong>Unit 4 Test</strong> on Cell Membranes.</td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td>Complete Lessons 5.1 to 5.4; write the <strong>Unit 5 Test</strong> on DNA.</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td>Complete Lessons 6.1 to 6.3; write the <strong>Unit 6 Test</strong> on Protein Synthesis.</td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td>Complete Lessons 7.1 to 7.4; write the <strong>Unit 7 Test</strong> on Enzymes.</td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td>Review Module 1 (Units 1 to 7) and write the <strong>Module 1 Exam</strong>.</td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td>Complete Lessons 8.1 to 8.8.</td>
</tr>
<tr>
<td><strong>Week 11</strong></td>
<td>Write the <strong>Unit 8 Test</strong> on the Digestive System; complete Lessons 9.1 to 9.4.</td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td>Complete Lessons 9.5 to 9.8; write the <strong>Unit 9 Test</strong> on the Circulatory System.</td>
</tr>
<tr>
<td><strong>Week 13</strong></td>
<td>Complete Lessons 10.1 to 10.5; write the <strong>Unit 10 Test</strong> on The Heart.</td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td>Complete Lessons 11.1 to 11.5; write the <strong>Unit 11 Test</strong> on the Respiratory System.</td>
</tr>
<tr>
<td><strong>Week 15</strong></td>
<td>Review Module 2 (Units 8 to 11) and write the <strong>Module 2 Exam</strong>.</td>
</tr>
<tr>
<td><strong>Week 16</strong></td>
<td>Complete Lessons 12.1 to 12.5; write the <strong>Unit 12 Test</strong> on the Nervous System.</td>
</tr>
<tr>
<td><strong>Week 17</strong></td>
<td>Complete Lessons 13.1 to 13.5; write the <strong>Unit 13 Test</strong> on Nervous Systems and the Brain.</td>
</tr>
<tr>
<td><strong>Week 18</strong></td>
<td>Complete Lessons 14.1 to 14.4; write the <strong>Unit 14 Test</strong> on the Urinary System.</td>
</tr>
<tr>
<td><strong>Week 19</strong></td>
<td>Complete Lessons 15.1 to 15.8; write the <strong>Unit 15 Test</strong> on Reproductive Systems.</td>
</tr>
<tr>
<td><strong>Week 20</strong></td>
<td>Review Module 3 (Units 12 to 15) and write the <strong>Module 3 Exam</strong>.</td>
</tr>
<tr>
<td><strong>Week 21</strong></td>
<td><strong>Review all course materials</strong> and write the <strong>Final Exam</strong>.</td>
</tr>
</tbody>
</table>

Once the Online Registration Assignment is completed and marked, you will be transferred to the full version of Biology 12 to complete your course.

**Unit Tests and Module Exams** are composed of multiple choice, short answer and diagram questions.

The **Final Exam** is composed of only multiple choice questions that may refer to diagrams.

This course is based on the learning outcomes for Biology 12 viewable at http://www.bced.gov.bc.ca/irp/pdfs/sciences/2006biology1112.pdf