

**Palm Beach State College**  
**Course Syllabus – Hybrid/Web Content**

General Class and Course Information

Course number: BSC2432    Class Reference Number: 152892    Term: Spring 2012

Course title:

Introduction to Bioinformatics    Credit/Contact hours: 1

Course Description: Current topics in bioinformatics and computational biology. Includes methods for high-throughput data collection, storing, and accessing biological data. Covers programs and algorithms used to analyze data.

Course Learning Outcomes: As a result of taking this course, the student will be able to

Students will examine selected examples of primary data, practice using bioinformatics tools to analyze these data in diverse ways, learn how to obtain related information from databases, and work with data to discover what the data mean in a biological context.

Full Course Outline: Click on the following link:

[http://www.palmbeachstate.edu/asp/IE\\_ShowOutline.asp?show=Y&CourseID=BSC2432](http://www.palmbeachstate.edu/asp/IE_ShowOutline.asp?show=Y&CourseID=BSC2432)

Class Schedule

R 8P.M. – 8:55P.M. LC 216

Textbook(s) Information: No textbook is required for this class.

Web Content Information:

Professor's Contact Information

Professor's Name: Manuel Kavekos, M.S.

Office Location: Palm Beach Gardens Campus, Bioscience Complex. SC 209

Telephone: (561) 207-5550

Email address: [kavekosm@palmbeachstate.edu](mailto:kavekosm@palmbeachstate.edu)

Home Page:

Office Hours: By appointment

Class Requirements

Assignments : There will be a take-home assignment for each Learning Module. Each assignment will be due one week from the time it is given (the end of the module) via Blackboard. Additionally, students are expected to participate in five online discussions in Blackboard. To receive credit for participating in the discussions, go to the appropriate location in Blackboard and post your answer, thoughts, or results on the discussion topic.

Late Assignment Policy: Late assignments will lose 10% for each day that it is late.

Grading Scale and Policy:

Grading Summary:

Assignments 80%

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Discussions 20%

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = < 60%

Tests, Quizzes, and Final Examination Schedule: There are no exams in this class.

Make-up Exam Policy: not applicable

### Distance Learning Class Information

This course is taken in part via the Internet (hybrid classes), or includes a web component. Before you decide to take the course under these conditions, it is recommended that you:

- take the following assessments to determine if distance learning is best for you:
  1. Should I take a distance learning class?
  2. Do I have enough time to take a distance learning class?
  3. Do I have the technical skills and knowledge to learn online?
- read the Distance Learning Frequently Answered Questions page which include instructions for logging onto Blackboard, computer requirements, and basic computer skills students must have prior to enrolling a distance learning class.
- read the syllabus description below carefully.
- contact the professor by e-mail or by phone if you have any questions.

### Computer Requirements

If you choose to take this course, you must have access to a computer that meets the basic computer requirements - <http://www.palmbeachstate.edu/x10620.xml>

### SLC Computer Lab

If students do not have access to a computer at home, the SLC Computer Lab at a Palm Beach State campus can be used to complete course assignments. Visit the SLC Computer Lab web page at <https://www.palmbeachstate.edu/x13669.xml> for location and hours.

**IT IS RECOMMENDED THAT THE STUDENT TAKING THIS COURSE AS A *HYBRID* COURSE NOT BE A NOVICE COMPUTER USER. THE STUDENT SHOULD KNOW HOW TO USE A MOUSE, NAVIGATE THE INTERNET, AND SEND/RECEIVE E-MAIL WITH ATTACHMENTS. VISIT THE FOLLOWING WEB PAGE FOR MORE INFORMATION REGARDING MINIMUM COMPUTER SKILLS STUDENTS MUST HAVE PRIOR TO ENROLLING IN A HYBRID COURSE - <http://www.palmbeachstate.edu/x10620.xml>.**

This course has an Internet web site located at: <https://palmbeachstate.blackboard.com>

The course web site will be available three days prior to the start of the semester. Your password will not work until that time. It is the student's responsibility to have accessed this site no later than Click here and type date. The web site has a security system which requires a *Sign on* and a *Password*. Only registered students will be able to access the course.

To login to the course web site:

Go to <https://palmbeachstate.blackboard.com> **User Name:** Use your Palm Beach State Student ID Number (no hyphens). Your Palm Beach State Student ID Number can be found on the back of your student ID card. If you do not have a student ID card, you can obtain one in the bookstore at Lake Worth campus. For obtaining a student ID card on other campuses, check with the campus directly. **Password:** The student's Blackboard password will be the student's Palm Beach State Pin Number.

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**What do I do if I forget my password or need assistance with Blackboard?**

E-mail the Blackboard administrator at [adminwebct@palmbeachstate.edu](mailto:adminwebct@palmbeachstate.edu). You can also contact the Palm Beach State Student Helpdesk by sending an e-mail to [studenthelpdesk@palmbeachstate.edu](mailto:studenthelpdesk@palmbeachstate.edu) or contacting them by phone at (561) 868-4000. Be sure you have the following information available:

- your full name
- your Palm Beach State Student ID number
- course with the reference number
- details of the assistance needed and any error messages
- The Student Help Desk Hours of Operation are posted on the following web page:  
<http://www.palmbeachstate.edu/x6363.xml>.

On hours and days that the Help Desk is closed, the student may leave a voice message or an e-mail and the issue will be addressed the next business day.

**Class Policies and Methodology**

**Attendance:** Professors are required to take attendance. Attendance is MANDATORY. Each unexcused absence will result in a 50% reduction in possible grade for that Learning Module. Excused absences are only given upon PROOF of legitimate purpose (doctor's note, etc). Tardiness is considered an unexcused absence.

**Electronic Device Use:** Laptops may be used for class-related uses. Cell phones may not be used at all in the classroom.

**Email Policy:** Blackboard is the official means of communicating with the Professor.

**Equipment and Supplies:**

**Software:** A necessary part of learning how to work with data is learning how to work with multiple kinds of software for analyzing that data. We will be working with a variety of software programs during this course, but don't be too alarmed I will give instructions for using the programs. Your requirement will be to find the programs and install them on your computer.

1. You will need to use Microsoft Excel for at least one activity. Excel is available on computers at the PBCC computer centers. You can also contact the PBCC bookstore for information on purchasing software with a student discount.
  2. We will use the iFinch from Geospiza. Our iFinch subscription is through Palm Beach Community College but you will need Internet access to work with iFinch.
  3. You will need a gmail account. If you don't have one, sign up for a free gmail account at [www.google.com](http://www.google.com).
  4. We will be using four programs (all FREE) that you need to download and install on your computer:
    - a. FinchTV, available from [www.geospiza.com/finchtv](http://www.geospiza.com/finchtv)
    - b. Cn3D, available from <http://www.ncbi.nih.gov/structure>
    - c. Jalview, available from [www.jalview.org](http://www.jalview.org)
    - d. Njplot, available from <http://pbil.univ-lyon1.fr/software/njplot.html>
  5. You may need to download and install the Firefox web browser if you don't already have it. This is freely available from <http://www.mozilla.org>
- C. Hardware:** Either Windows 2000/2003/XP or Mac OS X are recommended. If you're brave and wish to try other platforms, I will warn you now that many bioinformatics programs are not yet available for VISTA and some programs (Cn3D) do not work well on Linux.

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Professor's Expectations: The student is expected to participate in 100% of the assignments and required online discussions.

Methods of Instruction: Combination of in-class instruction, take-home activities, and online discussion.

Unique Requirements of the Class:

**College Policies and Web Information**

**Academic Dishonesty**

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach Community College Student Handbook**

([www.palmbeachstate.edu/Documents/Marketing/studenthandbook.pdf](http://www.palmbeachstate.edu/Documents/Marketing/studenthandbook.pdf)) for further information.

**Classroom Etiquette and Student Behavior Guidelines**

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

**Computer Competency Component**

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

**Disability Support Services**

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at

[www.palmbeachstate.edu/disabilities.xml](http://www.palmbeachstate.edu/disabilities.xml).

**Eating, Drinking and Smoking**

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

**Student Responsibility Policy**

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

**Palm Beach State Websites of Interest**

Please see this web page ([www.palmbeachstate.edu/x340.xml](http://www.palmbeachstate.edu/x340.xml)) for a list of web addresses for students.

**Withdrawal Policy for Individual Courses**

The last day to withdraw from a College course with a "W" grade in this course is (Click here and type the withdrawal date for your course from the online class roster).. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

**Department Contact Information**

Department Contact Name: Dr. Libby Handel

Office Location: Palm Beach Gardens Campus, Bioscience Complex. SC 205

Telephone: 561-207-5059

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Fax Number:

Email address: [handele@palmbeachstate.edu](mailto:handele@palmbeachstate.edu)

Getting Started with a Web Class

1. Make sure you have all the computer system requirements as listed in the Computer Requirements section of this syllabus.
2. E-Mail the professor [laughlij@palmbeachstate.edu](mailto:laughlij@palmbeachstate.edu) with your name and phone number. The professor will communicate with you through Blackboard or your Palm beach State-issued email address.
3. Obtain course materials. The textbook(s) can be purchased at the Palm Beach State campus bookstore or online at <http://www.efollett.com>.
4. Log onto the course web site at :<https://palmbeachstate.blackboard.com>. Use your Pantherweb logon information.
5. Once inside the course website, read the "Mandatory Online Orientation" and complete the *Orientation Quiz*.
6. Explore the different parts of the web page. Be sure to print the **syllabus, course calendar, and assignment sheet** so that you know what is expected of you during the semester.
7. Read the instructor's *Welcome* message on the discussion board and post a reply to it introducing yourself to the class.
8. Begin completing your assignments as listed on the course calendar.

Have fun!

February 2010