

Paris Junior College Syllabus
Year 2021
Term Summer
Section 290

Faculty Lissa A. Julius
Office MS 111M
Phone 903-782-0372
email ljulius@parisjc.edu

Course ACCT 2301

Title Principles of Financial Accounting

Description

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to the International

Textbooks

HORNGREN'S FINANCIAL AND MANAGERIAL ACCOUNTING Seventh Edition
Miller-Nobles, Traci | Mattison, Brenda
ISBN-13:978013656255
MvAccountingLab | Sixth Edition

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

1. Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.
2. Identify the difference between accrual and cash basis accounting.
3. Analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).
4. Prepare adjusting entries and close the general ledger.
5. Prepare financial statements in an appropriate U.S. GAAP format, including the following: income statement, balance sheet, statement of cash flows, and statement of shareholders' equity.
6. Analyze and interpret financial statements using financial analysis techniques.
7. Describe the conceptual differences between International Financial Reporting Standards and U.S. generally accepted accounting principles.

Schedule

Section One: 22 days
Business & Accounting
Transaction Analysis
The Adjusting Process
Closing Process

Section Two: 25 days
Merchandising Operations
Merchandise Inventory
Internal Controls and Cash
Receivables
Plant Assets, Natural Resources, and Intangibles

Section Three: 28 days
Debt Investments
Current Liabilities and Payroll
Long Term Liabilities
Stockholders' Equity

Evaluation methods

Evaluations consist of quizzes, examinations, and homework. The final course grade is based on the following items:

Course Work Point Value
Three major Tests to Total 450
Final Examination 300
Three Quizzes to Total 150
Homework 100
Total 1000

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Section 290

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Business & Accounting
Transaction Analysis
The Adjusting Process
Closing Process

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Merchandising Operations
Merchandise Inventory
Internal Controls and Cash
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Paris Junior College Syllabus
Year 2021
Term Summer
Section 290

Faculty Lissa A. Julius
Office MS 111M
Phone 903-782-0372
email ljulius@parisjc.edu

Course ACCT 2302

Title Principles of Managerial Accounting

Description

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Textbooks

HORNGREN'S FINANCIAL AND MANAGERIAL ACCOUNTING | Sixth Edition
Nobles, Mattison & Matsumura | Pearson Learning Solutions |
ISBN-10: 0-13-464285-6 | ISBN-13: 978-0-13-464285-7

MyAccountingLab | Sixth Edition

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

- Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision making process of managers.
- Define operational and capital budgeting, and explain its role in planning, control, and decision making.
- Prepare an operating budget, identify its major components, and explain the interrelationships among its various components.
- Explain methods of performance evaluation. Use appropriate financial information to make operational decisions.
- Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and

Schedule

Section One: 22 days
Cost Volume Analysis
Responsibility & Accounting Performance Evaluation
Short Term Investment Decisions
Capital Investment Decisions

Section Two: 25 days
Best Uses of Managerial Accounting
Job Order Costing
Process Costing

Section Three: 28 Days
Debt Investment - Why Companies Invest
Variable Costing
Master Budgets
Flexible Budgets

Evaluation methods

Evaluations consist of quizzes, examinations, and homework. The final course grade is based on the following items:

Course Work Point Value
Three major Tests to Total 450
Final Examination 300
Three Quizzes to Total 150
Homework 100
Total 1000

Paris Junior College Syllabus
Year 2021
Term Summer
Section 290

Faculty Lissa A. Julius
Office MS 111M
Phone 903-782-0372
email ljulius@parisjc.edu

Course ACCT 2302

Title Principles of Managerial Accounting

Description

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

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- Explain methods of performance evaluation. Use appropriate financial information to make operational decisions.
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Debt Investment - Why Companies Invest
Variable Costing
Master Budgets
Flexible Budgets

Evaluation methods

Evaluations consist of quizzes, examinations, and homework. The final course grade is based on the following items:

Course Work Point Value

Three major Tests to Total 450

Final Examination 300

Three Quizzes to Total 150

Homework 100

Total 1000

Paris Junior College Syllabus
Year 2020-2021
Term Summer Extended
Section 590

Faculty Iris Gutierrez
Office SSC
Phone 903.885.1232
Email igutierrez@parisjc.edu

Course ACCT 2302

Title Principles of Managerial Accounting

Description: This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
Prerequisite(s): ACCT 2301 – Financial Accounting

Textbook: HORNGREN'S FINANCIAL AND MANAGERIAL ACCOUNTING | Sixth Edition
Nobles, Mattison & Matsumura | Pearson Learning Solutions
ISBN-10: 0-13-464285-6 | ISBN-13: 978-0-13-464285-7
MyAccountingLab | Sixth Edition

Student Learning Outcomes (SLO): Successful completion of this course will enable students to:
1. Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision making process of managers.
2. Define operational and capital budgeting and explain its role in planning, controlling, and decision making.
3. Prepare an operating budget, identify its major components, and explain the interrelationships among its various components.
4. Explain methods of performance evaluation. Use appropriate financial information to make operational decisions.
5. Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

Schedule: Week 1 - Ch. 20 Cost Volume Profit Analysis
Week 2 - Ch. 24 Responsibility Acct. & Performance Eval. & Ch. 25 Short-term Bus. Decisions
Week 3 - Ch. 26 Capital Investment Decisions
Week 4 - Exam I (Ch. 20, 24, 25, & 26)
Week 5 - Ch. 16 Intro to Managerial Accounting
Week 6 - Ch. 17 Job Order Costing
Week 7 - Ch. 18 Process Costing
Week 8 - Exam II (Ch. 16, 17 & 18)
Week 9 - Ch. 19 Activity Based Costing & Ch. 21 Variable Costing
Week 10 - Ch. 22 Master Budgets & Ch. 23 Flexible Budgets & Standard Cost Systems
Week 11 - Exam III (Ch. 19, 21, 22 & 23)/Review for Final
Week 13 - Final Exam

Evaluation Methods: Evaluation will consist of homework, quizzes, exams, and attendance. The final course grade will be calculated by the following point system:
Class Attendance - 50 points (1000 - 900) A

Homework -	100 points	(899 - 800)	B
Quizzes (5) -	100 points	(799 - 700)	C
Major Tests (3) -	450 points	(699 - 600)	D
Final Exam -	300 points	(599 - 0)	F
Total Points -	1000 points		

Paris Junior College Syllabus
Year 2020-2021
Term Summer Extended
Section 590

Faculty Iris Gutierrez
Office SSC
Phone 903.885.1232
Email igutierrez@parisjc.edu

Course ACCT 2302

Title Principles of Managerial Accounting

Description: This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
Prerequisite(s): ACCT 2301 – Financial Accounting

Textbook: HORNGREN'S FINANCIAL AND MANAGERIAL ACCOUNTING | Sixth Edition
Nobles, Mattison & Matsumura | Pearson Learning Solutions
ISBN-10: 0-13-464285-6 | ISBN-13: 978-0-13-464285-7
MyAccountingLab | Sixth Edition

Student Learning Outcomes (SLO): Successful completion of this course will enable students to:
1. Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision making process of managers.
2. Define operational and capital budgeting and explain its role in planning, controlling, and decision making.
3. Prepare an operating budget, identify its major components, and explain the interrelationships among its various components.
4. Explain methods of performance evaluation. Use appropriate financial information to make operational decisions.
5. Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

Schedule: Week 1 - Ch. 20 Cost Volume Profit Analysis
Week 2 - Ch. 24 Responsibility Acct. & Performance Eval. & Ch. 25 Short-term Bus. Decisions
Week 3 - Ch. 26 Capital Investment Decisions
Week 4 - Exam I (Ch. 20, 24, 25, & 26)
Week 5 - Ch. 16 Intro to Managerial Accounting
Week 6 - Ch. 17 Job Order Costing
Week 7 - Ch. 18 Process Costing
Week 8 - Exam II (Ch. 16, 17 & 18)
Week 9 - Ch. 19 Activity Based Costing & Ch. 21 Variable Costing
Week 10 - Ch. 22 Master Budgets & Ch. 23 Flexible Budgets & Standard Cost Systems
Week 11 - Exam III (Ch. 19, 21, 22 & 23)/Review for Final
Week 13 - Final Exam

Evaluation Methods: Evaluation will consist of homework, quizzes, exams, and attendance. The final course grade will be calculated by the following point system:
Class Attendance - 50 points (1000 - 900) A

Homework -	100 points	(899 - 800)	B
Quizzes (5) -	100 points	(799 - 700)	C
Major Tests (3) -	450 points	(699 - 600)	D
Final Exam -	300 points	(599 - 0)	F
Total Points -	1000 points		

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 290

Faculty Wanda Duncan
Office AS 155
Phone (903) 782-0378
email wduncan@parisjc.edu

Course ACNT 1303

Title Introduction to Accounting I

Description

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Textbooks

College Accounting, Chapters 1-9, 23rd edition.
Heintz & Perry
Loose-leaf Version + CengageNOWv2, 1 term Printed Access Card
Cengage Learning
ISBN: 978-0-357-25240-6

Microsoft Office 365 software (includes Word, Excel, Access, and PowerPoint) must be installed on your home computer if you work on your assignments at home. If you work on your assignments on campus, the software is already installed on those computers.

Student Learning Outcomes (SLO)

Define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll.

Schedule

Week 1: IceBreaker Discussion Board, Syllabus Quiz, Register for CengageNOWv2
Week 2: Chapter 1
Week 3: Chapter 2
Week 4: Chapter 3
Week 5: Chapter 4
Week 6: Chapter 5
Week 7: Chapter 5 Appendix
Week 8: Chapter 6
Week 9: Chapter 6 Appendix
Week 10: Practice Final Exam
Week 11: Final Exam

This schedule is a rough guide only and is subject to change as the semester progresses.

Evaluation methods

Grades are based on completion of assessments which include class participation, homework, tests, and final exam. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded. Successful learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Objective Tests - 25%□

Final Exam - 40%

Homework - 35% assignments

Letter grades will be assigned based on the following point scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

0 - 59 = F

Checking your Grade: To check your grades, click “My Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades: Grades are usually posted in BlackBoard within one week following the due date.

Paris Junior College Syllabus
Year 2020-2021
Term Summer I
Section 130

Faculty Marjorie Pannell
Office AS 140
Phone 903 782 0360
email mpannell@parisjc.edu

Course BCIS 1305

Title Business Computer Applications

Description

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Textbooks

Cengage Unlimited
(4 Months) 978-0-357-70000-6
Course Technology

Student Learning Outcomes (SLO)

Course Objectives:

Upon successful completion of this course, students will:

1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

Program Objectives:

Utilize industry standard application software to produce personal, business, and academic reports and presentations.

Demonstrate knowledge of computer industry terminology and jargon.

Schedule

Week 1: Intro to CENGAGE and Fundamentals of Information Technology Concepts, Creating and Modifying a Flyer, Creating a Research Paper
Week 2: Word Assessment, Creating a Worksheet and a Chart, Formulas, Functions, and Formatting
Week 3: Working with Large Worksheets, Charting, and What-If Analysis, Financial Functions, Data Tables, and Amortization Schedules, Spreadsheet Assessment
Week 4: Databases and Database Objects: An Intro, Querying a Database, Database Assessment
Week 5: Creating and Editing Presentations with Pictures, Enhancing Presentations with Shapes and SmartArt, PowerPoint Assessment, Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2020-2021
Term Summer II
Section 205

Faculty Marjorie Pannell
Office AS 140
Phone 903 782 0360
email mpannell@parisjc.edu

Course BCIS 1305

Title Business Computer Applications

Description

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Textbooks

Cengage Unlimited
(4 Months) 978-0-357-70000-6
Course Technology

Student Learning Outcomes (SLO)

Course Objectives:

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Week 5: Creating and Editing Presentations with Pictures, Enhancing Presentations with Shapes and SmartArt, PowerPoint Assessment, Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021
Term Summer II
Section 205

Faculty Jason Taylor
Office MS 210A
Phone 903-782-0369
email jtaylor@parisjc.edu

Course BIOL 1322

Title Nutrition

Description

A study of the basic principles of Human Nutrition. The major food groups, minerals, and vitamins will be studied.

Textbooks

Wardlaws Contemporary Nutrition 11th ed. Loose leaf ISBN#9781260262889
With Connect Plus Access Code

Student Learning Outcomes (SLO)

1. Compare and Contrast the structural and functional roles of the 6 classes of nutrients in the human body.
2. Interpret nutrition facts and ingredient lists on food labels and apply that information to assess foods for nutrient density.

Schedule

Week 1-Chapter 1- Nutrition Food Choices and Health
Week 1-Chapter 2- Designing a Healthy Eating Pattern
Week 1-Chapter 3-The Human Body: A Nutrition Perspective
Week 1-Chapter 3-(Cont.)
Week 2-Exam 1 and Chapter 4-Carbohydrates
Week 2-Chapter 4(Cont.) and Chapter 5- Lipids
Week 2-Chapter 5(Cont.) and Chapter 6-Proteins
Week 2-Chapter 6(Cont) and Exam 2
Week 3-Chapter 7-Energy Balance and Weight Control
Week 3-Chapter 8-Vitamins
Week 3-Chapter 9-Water and Minerals
Week 3-Exam 3 and start Chapter 10-Nutrition: Fitness and Sports
Week 4-Chapter 10(Cont.)-Nutrition: Fitness and Sports
Week 4-Chapter 11-Eating Disorders
Week 4-Chapter 13-Protecting Our Food Supply
Week 5-Final Exam(Exam 4)

Evaluation methods

Students will be given the following opportunities to demonstrate knowledge of class material.

Exams: Exam 1=115 points

□Exam 2=115 points

□Exam 3=115 points

□Exam 4= 120 points

□Nutrition Calc Plus Project 7 day diet tracking=100 points

All quizzes are 15points each

Each day a quiz is late will deduct 15% off of your quiz grade.

All Learn Smart reading assignments, video assignments, group projects, discussions and others assignments are worth 15pts each.

The course has a total of 1000 points so it is easy to calculate your grade. For example if at the end

Paris Junior College Syllabus
Year 2021
Term Summer II
Section 435

Faculty Dr. Jeanmarie Stiles
Office GC 208
Phone 903-457-8717
email jstiles@parisjc.edu

Course Biol-1409.435

Title Biology for non-science majors II

Description

Designed for the non-science major. The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals

Laboratory activities will reinforce the fundamental principles of living organisms, including the

Textbooks

Inquiry Into Life, 16th edition, Loose leaf textbook with Connect Access Card – 12 month access, by Sylvia Mader, McGraw-Hill Publisher, ISBN 9781264354665. It may also be necessary for students to print some assignments posted to Blackboard.

Student Learning Outcomes (SLO)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

Schedule

Week 1 Evolution-ch 27
Week 1 - Microbes ch 28 / evolution lab
Week 1- exam 1
Week 2- Protists and Fungi ch 29 / Microscopy Lab
Week 2- Plants ch 30 /
Week 2-exam 2 / Group Project
Week 3-ch 31 Invertebrates / Invertebrate lab
Week 3-ch 32 Vertebrates and exam 3 /
Week 4-ch 33 Animal Behavior / DNA Technology Lab
Week 4- ch 37 Conservation Biology and exam 4
Week 5-ch 12 Cardiovascular System / Cardiovascular Physiology and Blood Lab
Week 5- ch 13 Lymphatic and Immune System and Exam 5
Week 5-ch 34 Respiratory System / Respiratory System Lab
Week 5-ch 16 Urinary System
Week 6-final exam

Evaluation methods

Lecture: □ 50% □ 5 unit exams and comprehensive final exam
10% □ Scientific Inquiry Group Project
10% □ Lecture activities
Laboratory: 30% □ Online lab assignments

Paris Junior College Syllabus
Year 2020 - 2021
Term Summer II
Section 135

Faculty Susan Gossett
Office MS 111
Phone (903) 782-0209
email sgossett@parisjc.edu

Course BIOL 2402

Title Anatomy and Physiology II

Description

Course Description

BIOL 2402 is the second of a two-course sequence in Human Anatomy and Physiology. It is the study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including

Textbooks

Required Textbook: Hole's Human Anatomy and Physiology (Loose Leaf-Text) with Connect® Access
Edition: 15th
Publisher: McGraw-Hill

Student Learning Outcomes (SLO)

THECB Science Core Objectives

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills - to include effective development, interpretation and expression of ideas

Schedule

*Week 1 - July 12 through July 15

Monday, July 12

Course Activities

1. Syllabus Review
2. Blackboard Course Navigation
3. Complete the required Course Activity Assignment demonstrating "active" course participation by registering in Connect® for course assignments and exams. Please Note: Students may either register with their paid access or for the "free trial" offered by the publisher to the assignments and exams for the coursework. The two week free trial extends from the first day of class until the end of the two week period. I have provided stepwise instructions for how to register on your course syllabus.

Tuesday, July 13

Reading Assignment

Chapter 13 - The Endocrine System

Homework Assignment

Students should work the homework assignment for Chapter 13 - Endocrine System this week. It will be due at 11:59 p.m. on Saturday, July 24.

Evaluation methods

BIOL 2402.105 Method of Evaluation - Course Grading Criterion

The graded components for BIOL 2402.105 will consist of twelve chapter homework assignments corresponding to the twelve chapters of study, twenty-three Virtual Labs® laboratory assignments, a Metric Conversion quiz, a Cadaver Dissection Exam, and five course exams. The total possible points for all exams and assignments are 1000 points.

BIOL 2402.105 Graded Components and Points

Component Point Value

Chapter Homework Assignments (12 at 10 points each) 120

Virtual Labs® Laboratory Assignments (23 at 10 points each) 230

Metric Conversion Quiz 10

Cadaver Exam 100

Scientific Inquiry Assignment 40

Paris Junior College Syllabus
Year 2020 - 2021
Term Summer 2
Section .205

Faculty Dr. Beverly Kopachena
Office Online
Phone 903-885-1232
email bkopachena@parisjc.edu

Course BIOL 2402

Title Anatomy & Physiology II

Description

Anatomy and Physiology II (Lecture + Lab) is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Core

Textbooks

Holes Human Anatomy & Physiology (LL)(w/Connect Access), 15th ed. - online access code, includes online assignments and the online textbook

Student Learning Outcomes (SLO)

- Lecture:
1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
 2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
 3. Describe the interdependency and interactions of the systems.
 4. Explain contributions of organs and systems to the maintenance of homeostasis.
 5. Identify causes and effects of homeostatic imbalances.
 6. Describe modern technology and tools used to study anatomy and physiology.
- Lab:
1. Apply appropriate safety and ethical standards.
 2. Locate and identify anatomical structures.
 3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
 4. Work collaboratively to perform experiments.
 5. Demonstrate the steps involved in the scientific method.
 6. Communicate results of scientific investigations, analyze data and formulate conclusions.
 7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring.

Schedule

- Ch. 13 Endocrine System
- Ch. 14 Blood
- Ch. 15 Cardiovascular System
- 糖 → DG 糖 + 糖
- Ch. 16 Lymphatic System and Immunity
- Ch. 17 Digestive System
- Ch. 18 Nutrition and Metabolism
- 糖 → DG 糖 + 糖
- Ch. 19 Respiratory System
- Ch. 20 Urinary System
- Ch. 21 Water, Electrolyte, and Acid-Base Balance
- 糖 → DG 糖 + 糖
- Ch. 22 Reproductive Systems
- Ch. 23 Pregnancy, Growth, and Development
- Ch. 24 Genetics and Genomics

Evaluation methods

Connect Homework	15%
Exam 1 – Proctored online	15%
Exam 2 – Proctored online	15%
Exam 3 – Proctored online	15%
Exam 4 – Proctored online	15%
Comprehensive Final Exam – online	10%
Lab grade (lab exercise avg. 50% . practical test 50%)	15%

Paris Junior College Syllabus
Year 2020 - 2021
Term Summer II
Section 206

Faculty Susan Gossett
Office MS 111
Phone (903) 782-0209
email sgossett@parisjc.edu

Course BIOL 2402

Title Anatomy and Physiology II

Description

Course Description

BIOL 2402 is the second of a two-course sequence in Human Anatomy and Physiology. It is the study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including

Textbooks

Required Textbook: Hole's Human Anatomy and Physiology (Loose Leaf-Text) with Connect® Access
Edition: 15th
Publisher: McGraw-Hill

Student Learning Outcomes (SLO)

THECB Science Core Objectives

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills - to include effective development, interpretation and expression of ideas

Schedule

**Week 1 - July 12 through July 17

It is essential beginning the semester you have the course materials whether you chose to buy from the Paris Junior College Bookstore, the publisher, or an outside source. Students should refer to their course syllabus for the course material information and/or registration procedure for the course assignments and exams. If funding is a temporary obstacle preventing access to the course materials through Connect®, there are instructions provided on the syllabus for registering for a “free two week trial” allowing all students to participate upon the commencement of the course.

Course Activities

1. Syllabus Review
2. Blackboard Course Navigation
3. Complete the required Course Activity Assignment demonstrating "active" course participation by midnight Wednesday, July 14 by registering in Connect® for course assignments and exams. Please Note: Students may either register with their paid access or for the “free trial” offered by the publisher to the assignments and exams for the coursework. The two week free trial extends from the first day of class until the end of the two week period. I have provided stepwise instructions for how to register on your course syllabus.

Reading Assignments

Evaluation methods

BIOL 2402.206 Method of Evaluation - Course Grading Criterion

The graded components for BIOL 2402.206 will consist of twelve chapter homework assignments corresponding to the twelve chapters of study, twenty-three Virtual Labs® laboratory assignments, a Metric Conversion quiz, a Cadaver Dissection Exam, and five course exams. The total possible points for all exams and assignments are 1000 points.

BIOL 2402.206 Graded Components and Points

Component Point Value

Chapter Homework Assignments (12 at 10 points each) 120

Virtual Labs® Laboratory Assignments (23 at 10 points each) 230

Metric Conversion Quiz 10

Cadaver Exam 100

Exam I (Chapters 13,14, and 15) 100

Paris Junior College Syllabus
Year 2021
Term Summer II
Section 435

Faculty Dr. Jeanmarie Stiles
Office GC 208
Phone 903-457-8717
email jstiles@parisjc.edu

Course Biol-2402

Title Anatomy and Physiology II

Description

This course will consist of a study of structures and functions of human organ systems and how these organ systems interact to create a functional organism. We will also discuss how various diseases and disorder can disrupt the proper functioning of the organ systems of the human body. Anatomy & Physiology is a course at PJC for students entering fields in allied health sciences, psychology, physical therapy, physical education, biology, geology, ecology, anthropology,

Textbooks

Hole's Human Anatomy and Physiology, 15th edition by Shier. Loose leaf textbook with McGraw-Hill Connect access code. Code expires in 540 days. ISBN: 9781260254488.

Student Learning Outcomes (SLO)

1. Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.
2. Demonstrate knowledge of basic terminology and understanding of major biological concepts.
3. Use appropriate laboratory techniques and equipment safely and proficiently.

Schedule

Unit 1: Covers Ch 13-15 (Endocrine, Cardiovascular and Blood)

closes 7/19/21 at 11:59pm

□

Unit 1 Tips: For each assigned chapter, there is a homework assignment (explained above). I suggest reading each chapter first, taking notes on bold terms and paying careful attention to tables and charts that condense critical concepts in each chapter. Pay special attention to the questions in each homework assignment, many will repeat on your proctored Unit Exams. The Unit Exams are also timed (explained above.) Take your time on the virtual labs and follow the instructions well.

Unit 2: Cover Ch 16,17,19 (Immune, Digestive and Respiratory)

closes 7/26/21 at 11:59pm

□

Unit 2 Tips: Follow the same tips as you did for Unit 1!

Unit 3: Covers Ch 18,20,21 (Nutrition, Urinary and Electrolytes)

Closes 8/2/21 at 11:59pm

Evaluation methods

Lecture: 50% Lecture exams (4) and final exam, 10% Scientific Inquiry Group Assignment, and 10% Lecture activities

Laboratory: 20% Lab activities, 10% Lab exam

Grading Scale:

A: 90.0 - 100%

B: 80.0 - 89.9%

C: 70.0 - 79.9%

D: 60.0 - 69.9%

F: < 60.0

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 290

Faculty Wanda Duncan
Office AS 155
Phone 903-782-0378
email wduncan@parisjc.edu

Course BUSG 1301

Title Introduction to Business

Description

Fundamental business principles including structure, functions, resources, and operational processes. The student will identify business functions of accounting, management, marketing, and economics; and describe the scope of global business enterprise.

Textbooks

Foundations of Business, 6th edition.
Pride/Hughes/Kapoor.
Loose-leaf Version + MindTap Business, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-1-337-73828-6

Student Learning Outcomes (SLO)

Identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.

Schedule

Week 1: Introduction and Syllabus Quiz
Week 2: Chapter 1 and Chapter 2
Week 3: Chapter 3, Part 1, Chapter 4
Week 4: Chapter 5, Part 2, Chapter 6
Week 5: Chapter 7, Chapter 8, Part 3
Week 6: Mid-Term Exam
Week 7: Chapter 9, Chapter 10, Part 4
Week 8: Chapter 11, Chapter 12
Week 9: Chapter 13, Part 5, Chapter 14
Week 10: Chapter 15, Chapter 16, Part 6
Week 11: Final Exam

This schedule is a rough guide only and is subject to change as the semester progresses.

Evaluation methods

Grades are based on a point system for completion of assessments which include Assessments, Video Quizzes, Part 1 - 6 Activities, tests, a Mid-Term Exam, a Final Exam, a BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded. Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Office 365.

Letter grades will be assigned based on the following point scale:

1841 - 2046 = A

1637 - 1840 = B

1432 - 1636 = C

1228 - 1431 = D

0 - 1227 = F

The assessments are broken-down as follows:

Syllabus Quiz = 1 assessment

BlackBoard Discussion Board Forum = 1 assessment

Assessments = 16 assessments

Video Quizzes = 16 assessments

Part 1 -6 Activities = 6 assessments

Chapter Tests = 16 assessments

Mid-Term Exam = 1 assessment

Final Exam = 1 assessment

Checking your Grade: To check your grades, click "My Grades" tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Paris Junior College Syllabus
Year 2020-2021
Term Summer I
Section 130

Faculty Marjorie Pannell
Office AS 140
Phone 903 782 0360
email mpannell@parisjc.edu

Course COSC 1301

Title Introduction to Computing

Description

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Textbooks

Cengage Unlimited
(4 Months) 978-0-357-70000-6
Course Technology

Student Learning Outcomes (SLO)

Course Objectives:
Upon successful completion of this course, students will:
1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment.
Program Objectives:
Utilize industry standard application software to produce personal, business, and academic reports and presentations.

Demonstrate knowledge of computer industry terminology and jargon.

Schedule

Week 1: Intro to CENGAGE and Fundamentals of Information Technology Concepts, Creating and Modifying a Flyer, Creating a Research Paper
Week 2: Creating a Business Letter, Word Assessment, Creating a Worksheet and a Chart
Week 3: Formulas, Functions, and Formatting, Spreadsheet Assessment, Databases and Database Objects: An Intro
Week 4: Querying a Database, Database Assessment, Creating and Editing Presentations with Pictures
Week 5: Enhancing Presentations with Shapes and SmartArt, Inserting WordArt, Charts, and Tables, PowerPoint Assessment and Final Exam

Evaluation methods

40% Projects and Labs
40% Exams
20% Quizzes

Paris Junior College Syllabus
Year 2020-2021
Term Summer II
Section 205

Faculty Marjorie Pannell
Office AS 140
Phone 903 782 0360
email mpannell@parisjc.edu

Course COSC 1301

Title Introduction to Computing

Description

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Textbooks

Cengage Unlimited
(4 Months) 978-0-357-70000-6
Course Technology

Student Learning Outcomes (SLO)

Course Objectives:
Upon successful completion of this course, students will:
1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment.
Program Objectives:
Utilize industry standard application software to produce personal, business, and academic reports and presentations.

Demonstrate knowledge of computer industry terminology and jargon.

Schedule

Week 1: Intro to CENGAGE and Fundamentals of Information Technology Concepts, Creating and Modifying a Flyer, Creating a Research Paper
Week 2: Creating a Business Letter, Word Assessment, Creating a Worksheet and a Chart
Week 3: Formulas, Functions, and Formatting, Spreadsheet Assessment, Databases and Database Objects: An Intro
Week 4: Querying a Database, Database Assessment, Creating and Editing Presentations with Pictures
Week 5: Enhancing Presentations with Shapes and SmartArt, Inserting WordArt, Charts, and Tables, PowerPoint Assessment and Final Exam

Evaluation methods

40% Projects and Labs
40% Exams
20% Quizzes

Paris Junior College Syllabus
Year 2020-2021
Term Summer Extended
Section 290

Faculty Chris Malone
Office WTC - Room 1101
Phone 903-782-0391
email cmalone@parisjc.edu

Course DFTG 1305

Title Technical Drafting

Description

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

Textbooks

No text required

Student Learning Outcomes (SLO)

Students will create technical drawings, using geometric construction, orthographic projections, pictorial/ sectional views, and dimensioned drawings using a CAD program.

Schedule

Week 1-What is drafting and how is it used in industry?
Week 2-Drafting tools
Week 3-Lettering and Scales
Week 4-Sketching
Week 5-Projection Techniques
Week 6-Orthographic Projection
Week 7-Designing with CAD
Week 8-Drawing Tools CAD
Week9-Modify Tools CAD
Week 10-Multi-views in CAD
Week 11-Auxiliary views in CAD
Week 12-Dimensioning and Annotations
Week 13-Isometric Drawing
Week 14-Sections
Week 15-Working with and reading blueprints
Week 16-Finals

Evaluation methods

Grading Objectives:Projects:60%, Final Exam/Project: 40% of total grade

Paris Junior College Syllabus
Year 2020-2021
Term Summer Extended
Section 290

Faculty Chris Malone
Office WTC - Room 1101
Phone 903-782-0391
email cmalone@parisjc.edu

Course DFTG 1309

Title Basic Computer-Aided Drafting

Description An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Textbooks No Book Required

Student Learning Outcomes (SLO) Students will create technical drawings, using geometric construction, orthographic projections, pictorial/ sectional views, and dimensioned drawings using a CAD program.

Schedule
Week 1-Getting Started AutoCAD Overview
Week 2-Basic Drawing Set-up
Week 3-Draw Commands
Week 4-Modify Commands
Week 5-Utilities (Zoom, Pan, Undo, Redo)
Week 6-Osnaps
Week 7-Creating & Editing Text
Week 8-Layers
Week 9-Working with Grips
Week 10-Inquiry Commands (Distance, Area)
Week 11-Dimensioning
Week 12-Annotations
Week 13-Using Hatches
Week 14-Creating & working with Blocks
Week 15-Printing and Plotting
Week 16-Finals

Evaluation methods Grading Objectives:Projects:60%, Final Exam/Project: 40% of total grade

Paris Junior College Syllabus
Year 2020-2021
Term Summer Long
Section 285

Faculty Chris Malone
Office WTC - Room 1101
Phone 903-782-0391
email cmalone@parisjc.edu

Course DFTG 1381

Title Cooperative Education - Drafting and Design Technology/Technician, General

Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.

Textbooks

No Book Required

Student Learning Outcomes (SLO)

Students will create technical drawings, using geometric construction, orthographic projections, pictorial/ sectional views, and dimensioned drawings using a CAD program.

Schedule

Week 1-Students will engage in on the job training at a place of employment
Week 2-Students will engage in on the job training at a place of employment
Week 3-Students will engage in on the job training at a place of employment
Week 4-Students will engage in on the job training at a place of employment
Week 5-Students will engage in on the job training at a place of employment
Week 6-Students will engage in on the job training at a place of employment
Week 7-Students will engage in on the job training at a place of employment
Week 8-Students will engage in on the job training at a place of employment
Week 9-Students will engage in on the job training at a place of employment
Week 10-Students will engage in on the job training at a place of employment
Week 11-Students will engage in on the job training at a place of employment
Week 12-Students will engage in on the job training at a place of employment
Week 13-Students will engage in on the job training at a place of employment
Week 14-Students will engage in on the job training at a place of employment
Week 15-Students will engage in on the job training at a place of employment
Week 16-Student evaluations and projects

Evaluation methods

Grading Objectives: Evaluation:50%, Career Goals & Reflection Paper: 50% of total grade

Paris Junior College Syllabus

Year 2020-2021
Term Summer Extended
Section 290

Faculty Chris Malone
Office WTC - Room 1101
Phone 903-782-0391
email cmalone@parisjc.edu

Course DFTG 2319

Title Intermediate Computer-Aided Drafting

Description

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

Textbooks

No Book Required

Student Learning Outcomes (SLO)

Students will create technical drawings, using geometric construction, orthographic projections, pictorial/ sectional views, and dimensioned drawings using a CAD program.

Schedule

Week 1-Advanced AutoCAD Commands
Week 2-Using Design Center and Tool Palettes
Week 3-Creating custom Tool Palettes
Week 4-Creating & using Attributes
Week 5-External Referencing
Week 6-Parametric Design
Week 7-Using Layouts
Week 8-Basic Customization of AutoCAD
Week 9-Basic 3D modeling
Week 10-Wire frame models
Week 11-Surface models
Week 12-Solid models
Week 13-Editing Surfaces
Week 14-Rendering
Week 15-Creating 2D Drawings from 3D Models
Week 16-Finals

Evaluation methods

Grading Objectives: Projects:60%, Final Exam/Project: 40% of total grade

Paris Junior College Syllabus
Year 2020-2021
Term Summer Long
Section 285

Faculty Chris Malone
Office WTC - Room 1101
Phone 903-782-0391
email cmalone@parisjc.edu

Course DFTG 2338

Title Final Project Advanced Drafting

Description A drafting course in which students participate in a comprehensive project from conception to conclusion.

Textbooks No Book Required

Student Learning Outcomes (SLO) Students will Conceptualize, design and present a complete project in a prescribed discipline. Integrate problem solving and related technologies to identify solutions; use discipline specific industry standards, and produce documentation.

Schedule
Week 1-Orientation
Week 2-Cad operating systems & Drawing standards
Week 3-Definition of product need
Week 4-Product concept design and evaluation
Week 5-Industrial research
Week 6-Synthesis of employment research, application and portfolio
Week 7-Design and workflow management
Week 8-Prototype production
Week 9-Prototype testing and evaluation
Week 10-Prototype testing and evaluation
Week 11-Production drawings and/or manuals
Week 12-Production drawings and/or manuals
Week 13-Production drawings and/or manuals
Week 14-Production drawings and/or manuals
Week 15-Quality assurance
Week 16-Final product portfolio and presentation

Evaluation methods Grading Objectives: Final Project: 100% of total grade

Paris Junior College Syllabus
Year 2020-2021
Term Summer II 2021
Section 205

Faculty Jeffrey C. Tarrant
Office GC 207
Phone 903.457.8720
email jtarrant@parisjc.edu

Course Econ 2301

Title Principles of Macroeconomics

Description

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.
Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list
TSI Requirement: xxx M, xxx R, xxx W.
Prerequisite(s): None

Textbooks

Principles of Macroeconomics, v3.0. Libby Rittenberg, Timothy Tregarthen. FlatWorld Knowledge. June 2017. eISBN: 978-1-4533-8370-4.

Student Learning Outcomes (SLO)

Course Outcomes:
Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
Define and measure national income and rates of unemployment and inflation.
Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.
Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.
Construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.
Explain the mechanics and institutions of international trade and their impact on the macro economy.
Define economic growth and identify sources of economic growth.
Program Outcomes:
Evaluate economic data.

Schedule

Week 1-Syllabus
Economics: The Study of Choice
Confronting Scarcity: Choices in Production
Week 2-Supply and Demand
Applications of Supply and Demand
Exam 1
Macroeconomics: The Big Picture
Week 3-Measuring Total Output and Income
Aggregate Demand and Aggregate Supply
Economic Growth
Exam 2
Week 4-The Nature and Creation of Money
Financial Markets and the Economy
Monetary Policy and the Fed
Government and Fiscal Policy
Week 5-Exam 3
Consumption and the Aggregate Expenditures Model
Investment and Economic Activity
Net Exports and International Finance
Week 6-A Brief History of Macroeconomic Thought and Policy
Comprehensive Final Exam

Evaluation methods

Letter grades will be assigned on the following scale:
90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
0 - 59% = F
Exams=50%
Activities=50%

Paris Junior College Syllabus
Year 2020 - 2021
Term Summer II 2020
Section 145

Faculty Jeffrey Tarrant
Office GC 207
Phone 903.457.8720
email jtarrant@parisjc.edu

Course Econ 2302

Title Principles of Microeconomics

Description

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list
TSI Requirement: xxx M, xxx R, xxx W.

Textbooks

Principles of Microeconomics, v3.0. Libby Rittenberg, Timothy Tregarthen. FlatWorld Knowledge. May 2017. eISBN: 978-1-4533-8373-5.

Student Learning Outcomes (SLO)

Course Outcomes

Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.

Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.

Summarize the law of diminishing marginal utility; describe the process of utility maximization.

Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.

Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.

Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.

Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.

Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

Identify the benefits of free trade using the concept of comparative advantage.

Program Outcomes:

Evaluate economic data.

Apply economic reasoning to analysis of current events. Demonstrate an understanding of economic

Schedule

Week 1-Syllabus

- Supply and Demand
- Applications of Supply and Demand
- Elasticity: A Measure of Response

Week 2-Markets, Maximizers, and Efficiency

- Exam 1
- The Analysis of Consumer Choice
- Production and Cost

Week 3-Competitive Markets for Goods and Services

- Monopoly
- Exam 2
- The World of Imperfect Competition

Week 4-Wages and Employment in Perfect Competition

- Interest Rates and the Markets for Capital and Natural Resources
- Imperfectly Competitive Markets for Factors of Production
- Exam 3

Week 5-Public Finance and Public Choice

- Antitrust Policy and Business Regulation
- The Economics of the Environment
- Inequality, Poverty, and Discrimination

Week 6-Comprehensive Final Exam

Evaluation methods

Letter grades will be assigned on the following scale:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

0 - 59% = F

Exams=50%

Assignments=50%

Paris Junior College Syllabus
Year 2020 - 2021
Term Summer II 2020
Section 445

Faculty Jeffrey Tarrant
Office GC 207
Phone 903.457.8720
email jtarrant@parisjc.edu

Course Econ 2302

Title Principles of Microeconomics

Description

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list
TSI Requirement: xxx M, xxx R, xxx W.

Textbooks

Principles of Microeconomics, v3.0. Libby Rittenberg, Timothy Tregarthen. FlatWorld Knowledge. May 2017. eISBN: 978-1-4533-8373-5.

Student Learning Outcomes (SLO)

Course Outcomes

Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.

Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.

Summarize the law of diminishing marginal utility; describe the process of utility maximization.

Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.

Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.

Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.

Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.

Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

Identify the benefits of free trade using the concept of comparative advantage.

Program Outcomes:

Evaluate economic data.

Apply economic reasoning to analysis of current events. Demonstrate an understanding of economic

Schedule

Week 1-Syllabus

- Supply and Demand
- Applications of Supply and Demand
- Elasticity: A Measure of Response

Week 2-Markets, Maximizers, and Efficiency

- Exam 1
- The Analysis of Consumer Choice
- Production and Cost

Week 3-Competitive Markets for Goods and Services

- Monopoly
- Exam 2
- The World of Imperfect Competition

Week 4-Wages and Employment in Perfect Competition

- Interest Rates and the Markets for Capital and Natural Resources
- Imperfectly Competitive Markets for Factors of Production
- Exam 3

Week 5-Public Finance and Public Choice

- Antitrust Policy and Business Regulation
- The Economics of the Environment
- Inequality, Poverty, and Discrimination

Week 6-Comprehensive Final Exam

Evaluation methods

Letter grades will be assigned on the following scale:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

0 - 59% = F

Exams=50%

Assignments=50%

Paris Junior College Syllabus
Year 2020 - 2021
Term Summer II 2020
Section 545

Faculty Jeffrey Tarrant
Office GC 207
Phone 903.457.8720
email jtarrant@parisjc.edu

Course Econ 2302

Title Principles of Microeconomics

Description

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list
TSI Requirement: xxx M, xxx R, xxx W.

Textbooks

Principles of Microeconomics, v3.0. Libby Rittenberg, Timothy Tregarthen. FlatWorld Knowledge. May 2017. eISBN: 978-1-4533-8373-5.

Student Learning Outcomes (SLO)

Course Outcomes

Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.

Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.

Summarize the law of diminishing marginal utility; describe the process of utility maximization.

Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.

Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.

Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.

Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.

Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

Identify the benefits of free trade using the concept of comparative advantage.

Program Outcomes:

Evaluate economic data.

Apply economic reasoning to analysis of current events. Demonstrate an understanding of economic

Schedule

Week 1-Syllabus
Supply and Demand
Applications of Supply and Demand
Elasticity: A Measure of Response
Week 2-Markets, Maximizers, and Efficiency
Exam 1
The Analysis of Consumer Choice
Production and Cost
Week 3-Competitive Markets for Goods and Services
Monopoly
Exam 2
The World of Imperfect Competition
Week 4-Wages and Employment in Perfect Competition
Interest Rates and the Markets for Capital and Natural Resources
Imperfectly Competitive Markets for Factors of Production
Exam 3
Week 5-Public Finance and Public Choice
Antitrust Policy and Business Regulation
The Economics of the Environment
Inequality, Poverty, and Discrimination
Week 6-Comprehensive Final Exam

Evaluation methods

Letter grades will be assigned on the following scale:
90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
0 - 59% = F
Exams=50%
Assignments=50%

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 200

Faculty Bobby Fields
Office WTC 1111
Phone 903-728-0722
email bfields@parisjc.edu

Course ELPT-1221

Title Introduction to Electrical Safety and Tools

Description

An introduction to industrial, commercial, and construction related safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Textbooks

Electrical Safety-Related Work Practices - Palmer Hickman, Third Edition; ISBN: 978-1-4496-4278-5

Student Learning Outcomes (SLO)

Explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tagout procedures; and demonstrate safe work habits using common hand and power tools for electricians.

Schedule

Week 1 – Introduction, hand-outs, class guidelines
Week 2 - Ch. 1; Electrical Safety Culture
Week 3 – Ch. 2; Electrical Hazard Analysis
Week 4 – Ch. 3; OSHA Considerations, TEST 1: Chapters 1-3
Week 5 – Ch. 4; Lockout, Tagout, and the Control of Hazardous Energy
Week 6 – Ch. 5; Introduction to NFPA 70E
Week 7 – Ch. 6; Justification, Assessment, and Implementation of Energized Work
Week 8 – Ch. 7; Incident Energy Varies by Fault Current Magnitude and Duration, TEST 2: Chapters 4-7
Week 9 – Ch. 8; Arc Flash Hazard Analysis Methods
Week 10 – Ch. 9; Fundamentals of 3-Phase Bolted Fault Current
Week 11 – Ch. 10; OCPD Work Practices and Maintenance Considerations
Week 12 – Ch. 11; Electrical System Design and Upgrade Considerations, TEST 3: Chapters 8-11

Evaluation methods

25% : Unit Tests (no-makeup's)	90 – 100 is an "A"
50% : Labs / Workbook Exercises	80 – 89 is a "B"
25% : Final Exam	70 – 79 is a "C"

Paris Junior College Syllabus

Year 2020-2021
Term Summer
Section 185

Faculty Mark Mallory
Office WTC 1014
Phone 903-782-0750
email mmallory@parisjc.edu

Course EMSP 2143

Title Assessment Based Management

Description

A capstone course covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients.

Textbooks

Nancy Caroline's Emergency Care in the Streets, Eighth Edition

Student Learning Outcomes (SLO)

1. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a medical emergency.
2. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a trauma emergency.
3. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for patients in special populations. (OB, Pediatric, Geriatric, and Patients with special needs)

Schedule

Week 1 Medical Emergencies
Week 2 Trauma Emergencies
Week 3 Special Populations
*Scheduling of Content and Exams vary throughout the Summer semester

Evaluation methods

Determination of Course Grade:
Module exams grades will be averaged to equal 1/2 of the ongoing average grade.
Homework and quizzes will equal 1/2 of average grade. The comprehensive final examination will count as a module exam. Any malpractices demonstrated during clinical / internship will result in a failure of this course. A passing evaluation in the skills component of the course is required for a passing grade. A failure in skills will result in failure of the course – 2 attempts are provided. Any special work must be turned in on time. One point per day will be subtracted from module exam average for each late paper.

An overall grade average of at least 80% must be maintained in the class at all times. Any test grade below 70% is considered a failing grade. The student will then get one retest on which a grade of 70% or higher must be achieved. If the student fails a retest then the student will not be released for the state exam and will not be allowed to complete the clinical internship. You will be allowed to stay in the classroom portion of the program for college credit if you wish.

Paris Junior College Syllabus

Year 2020-2021
Term Summer
Section 185

Faculty Mark Mallory
Office WTC 1014
Phone 903-782-0750
email mmallory@parisjc.edu

Course EMSP 2160

Title Clinical - Emergency Medical EMT Paramedic

Description

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional

Textbooks

Nancy Caroline's Emergency Care in the Streets, Eighth Edition

Student Learning Outcomes (SLO)

1. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a medical emergency.
2. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a trauma emergency.
3. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for patients in special populations. (OB, Pediatric, Geriatric, and Patients with special needs)

Schedule

Week 1-16: *Content covered in this course is as follows:
Trauma Systems, MOI, Hemorrhage and Shock,
Soft Tissue Trauma & Musculoskeletal, Burns,
Head and Face Trauma and Spinal Trauma,
Thoracic Trauma and Abdominal Trauma
Medical Emergencies, Special Populations
*Scheduling of Content and Exams vary throughout the Spring semester

Evaluation methods

Overall grade for this course is based on evaluation and feedback from preceptors and patient documentation evaluated by the instructor. Periodic feedback will be given to the class pertaining to documentation at different points in the class. The student will be evaluated after each rotation by

Paris Junior College Syllabus

Year 2020-2021
Term Summer
Section 185

Faculty Mark Mallory
Office WTC 1014
Phone 903-782-0750
email mmallory@parisjc.edu

Course EMSP 2266

Title Practicum (or Field Experience - Emergency Medical Technology/Technician (EMT Paramedic

Description Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student

Textbooks Nancy Caroline's Emergency Care in the Streets 8th Edition

Student Learning Outcomes (SLO)
1. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a medical emergency.
2. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a trauma emergency.
3. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for patients in special populations. (OB, Pediatric, Geriatric, and Patients with special needs.

Schedule Week 1-16: *Content covered in this course is as follows:
Trauma Systems, MOI, Hemorrhage and Shock,
Soft Tissue Trauma & Musculoskeletal, Burns,
Head and Face Trauma and Spinal Trauma,
Thoracic Trauma and Abdominal Trauma
Medical Emergencies and Special Populations
*Scheduling of Content and Exams vary throughout the Spring semester

Evaluation methods Overall grade for this course is based on evaluation and feedback from preceptors and patient documentation evaluated by the instructor. Periodic feedback will be given to the class pertaining to

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Mark Mallory
Office WTC 1014
Phone 903-782-0750
email mmallory@parisjce.edu

Course EMSP 2305

Title EMS Operations

Description A detailed study of the knowledge and skills to safely manage the scene of an emergency.

Textbooks Nancy Caroline's Emergency Care in the Streets, Eighth Edition

Student Learning Outcomes (SLO)

1. At the completion of this unit, the paramedic will understand standards and guidelines that help ensure safe and effective ground and air medical transport.
- 2 At the completion of this unit, the paramedic student will be able to integrate the principles of general incident management and multiple casualty incident (MCI) management techniques in order to function effectively at major incidents.
- 3 At the completion of this unit, the paramedic student will be able to integrate the principles of rescue awareness and operations to safely rescue a patient from water, hazardous atmospheres, trenches, highways, and hazardous terrain.
- 4 At the completion of this unit, the paramedic student will be able to evaluate hazardous materials emergencies, call for appropriate resources, and work in the cold zone.
- 5 At the completion of this unit, the paramedic student will have an awareness of the human hazard of crime and violence and the safe operation at crime scenes and other emergencies.

Schedule

Week 1 Ambulance Operations
Week 2 Mass casualty incidents and rescue operations, utilize air medical resources
Week 3 Identify hazardous materials and major incidents.

*Scheduling of Content and Exams vary throughout the Summer semester

Evaluation methods

Determination of Course Grade:
Module exams grades will be averaged to equal 1/2 of the ongoing average grade.
Homework and quizzes will equal 1/2 of average grade. The comprehensive final examination will count as a module exam. Any malpractices demonstrated during clinical / internship will result in a failure of this course. A passing evaluation in the skills component of the course is required for a passing grade. A failure in skills will result in failure of the course – 2 attempts are provided. Any special work must be turned in on time. One point per day will be subtracted from module exam average for each late paper.

An overall grade average of at least 80% must be maintained in the class at all times. Any test grade below 70% is considered a failing grade. The student will then get one retest on which a grade of 70% or higher must be achieved. If the student fails a retest then the student will not be released for the state exam and will not be allowed to complete the clinical internship. You will be allowed to stay in the classroom portion of the program for college credit if you wish.

Paris Junior College Syllabus

Year 2020-2021
Term Summer
Section 185

Faculty Mark Mallory
Office WTC 1014
Phone 903-782-0750
email mmallory@parisjc.edu

Course EMSP 2330

Title Special Populations

Description A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non traditional populations.

Textbooks Nancy Caroline's Emergency Care in the Streets, Eighth Edition
Pediatric Advanced Life Support (PALS) Textbook, American Heart Association, ISBN: 978-1-61669-112-7

Student Learning Outcomes (SLO)
1. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a medical emergency.
2. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for a trauma emergency.
3. Upon completion of the program, the graduate will demonstrate competency and the knowledge to recognize and care for patients in special populations. (OB, Pediatric, Geriatric, and Patients with special needs.

Schedule
Week 1-Neonatology/Pediatrics
Week 2-Pediatrics
Week 3-Pediatrics
Week 4-Geriatrics
Week 5-Abuse/Assault

Evaluation methods
Determination of Course Grade:
Module exams grades will be averaged to equal 1/2 of the ongoing average grade.
Homework and quizzes will equal 1/2 of average grade. The comprehensive final examination will count as a module exam. Any malpractices demonstrated during clinical / internship will result in a failure of this course. A passing evaluation in the skills component of the course is required for a passing grade. A failure in skills will result in failure of the course – 2 attempts are provided. Any special work must be turned in on time. One point per day will be subtracted from module exam average for each late paper.

An overall grade average of at least 80% must be maintained in the class at all times. Any test grade below 70% is considered a failing grade. The student will then get one retest on which a grade of 70% or higher must be achieved. If the student fails a retest then the student will not be released for the state exam and will not be allowed to complete the clinical internship. You will be allowed to stay in the classroom portion of the program for college credit if you wish.

Paris Junior College Syllabus

Year 2020-2021

Term Summer II

Section 205

Faculty Ken Haley

Office AD125B

Phone (903) 785-0312

email khaley@parisjc.edu

Course English 1302.205

Title Composition II

Description

English 1302 is a continuation of English 1301. Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Credits: 3 (= 3 lecture

Textbooks

Textbooks:

Required:

Schilb, John and John Clifford. *Arguing about Literature*. 3rd ed. Bedford/St. Martin's, 2017. ISBN: 978-1-319-21592-7.

Student Learning Outcomes (SLO)

Learning Outcomes Course Level (Academic Course Guide Manual)

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Foundational Component Area: Communication

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Course involves the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Schedule

The course is divided into three major sections which will each cover about 1/3 of the course. The writing for the course will be argumentative while using literature as a basis for writing. The three major sections are poetry, short story, and drama. Each section will require a major, documented essay and a major exam in addition to other classroom activities.

Poetry and Argumentative Writing: 25 July

Short Story and Argumentative Writing: 8 August

Drama and Argumentative Writing: 15 August

Final Exam: 16 August

Evaluation methods

Requirements:

The course requires three major, documented essays and an essay final exam. In addition, the course also requires three major exams, one each over the three areas of study. The lab component is required and the link appears on the left menu. Quizzes can be given at any time, and will not be made up if missed unless the student misses on official PJC business.

Evaluation Methods:

4 Essays: These include critical evaluation, synthesis, analysis, and research with argumentation.

Grammar/Writing Labs/Exams/Quizzes

Essays: 45%, Labs: 15%, Exams: 20%, Quizzes/Discussions:20%

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ELECTRICITY PRINCIPLES

Theory of electricity including proper use of test equipment, AC circuits, and air conditioning and refrigeration control component theory and operation, schematic symbols, schematic reading single phase and three phase motors and controls.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	silver soldering	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Ch 12/Take CH 12 Quiz Using Lab Book
3	silver soldering	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
4	12.1-12.15	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Ch 12/Take CH 12 Quiz Using Lab Book
5			
6	12.16-12.23	Practice checking single phase motors for shorts and grounds; identifying common, start, run terminals.	Read Ch 12/Take CH 12 Quiz Using Lab Book
7		Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.	Read Ch 12/Take CH 12 Quiz Using Lab Book
8	CH 12 TEST	Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.	Read Ch 12/Take CH 12 Quiz Using Lab Book/Ch 12 Test Using Blackboard
9			Read Ch 17/Take CH 17 Quiz Using Lab Book
10	17.1-17.15	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Ch 17/Take CH 17 Quiz Using Lab Book
11		Practice wire sizing for power circuits; wiring control circuits; troubleshooting single-phase and three-phase circuits.	Read Ch 17/Take CH 17 Quiz Using Lab Book
12	17.16-17.30	Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book
13		Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book
14	TEST CH 17	Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book/Ch 17 Test Using Blackboard
15		Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book

H.A.R.T. 1301**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

16	18.1-18.4	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
17		Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
18	18.5-18.7	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
19		Practice wiring simple gas and electric furnaces.	Read Unit 18/Take CH 18 Quiz Using Lab Book
20	TEST CH 18	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book/Ch 18 Test Using Blackboard
21		Practice wiring simple gas and electric furnaces.	Read Ch 19/Take CH 19 Quiz Using Lab Book
22	19.1-19.12	Practice wiring simple gas and electric furnaces.	Complete Schematic Symbol Review/Read Ch 19/Take Ch 19 Quiz Using Lab Book
23	SYMBOLS	Practice wiring simple gas and electric furnaces.	Complete Schematic Symbol Review/Read Ch 19/Take Ch 19 Quiz Using Lab Book
24	TEST CH 19	Practice wiring simple gas and electric furnaces.	Read Ch 19/Take CH 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
25		Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
26	20.1-20.14	Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
27		Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
28	TEST CH 20	Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book/Ch 20 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ELECTRICITY PRINCIPLES

Theory of electricity including proper use of test equipment, AC circuits, and air conditioning and refrigeration control component theory and operation, schematic symbols, schematic reading single phase and three phase motors and controls.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	silver soldering	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Ch 12/Take CH 12 Quiz Using Lab Book
3	silver soldering	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
4	12.1-12.15	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Ch 12/Take CH 12 Quiz Using Lab Book
5			
6	12.16-12.23	Practice checking single phase motors for shorts and grounds; identifying common, start, run terminals.	Read Ch 12/Take CH 12 Quiz Using Lab Book
7		Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.	Read Ch 12/Take CH 12 Quiz Using Lab Book
8	CH 12 TEST	Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.	Read Ch 12/Take CH 12 Quiz Using Lab Book/Ch 12 Test Using Blackboard
9			Read Ch 17/Take CH 17 Quiz Using Lab Book
10	17.1-17.15	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Ch 17/Take CH 17 Quiz Using Lab Book
11		Practice wire sizing for power circuits; wiring control circuits; troubleshooting single-phase and three-phase circuits.	Read Ch 17/Take CH 17 Quiz Using Lab Book
12	17.16-17.30	Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book
13		Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book
14	TEST CH 17	Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book/Ch 17 Test Using Blackboard
15		Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book

H.A.R.T. 1301**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

16	18.1-18.4	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
17		Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
18	18.5-18.7	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
19		Practice wiring simple gas and electric furnaces.	Read Unit 18/Take CH 18 Quiz Using Lab Book
20	TEST CH 18	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book/Ch 18 Test Using Blackboard
21		Practice wiring simple gas and electric furnaces.	Read Ch 19/Take CH 19 Quiz Using Lab Book
22	19.1-19.12	Practice wiring simple gas and electric furnaces.	Complete Schematic Symbol Review/Read Ch 19/Take Ch 19 Quiz Using Lab Book
23	SYMBOLS	Practice wiring simple gas and electric furnaces.	Complete Schematic Symbol Review/Read Ch 19/Take Ch 19 Quiz Using Lab Book
24	TEST CH 19	Practice wiring simple gas and electric furnaces.	Read Ch 19/Take CH 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
25		Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
26	20.1-20.14	Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
27		Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
28	TEST CH 20	Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book/Ch 20 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ELECTRICITY PRINCIPLES

SPRING 2021

Theory of electricity including proper use of test equipment, AC circuits, and air conditioning and refrigeration control component theory and operation, schematic symbols, schematic reading single phase and three phase motors and controls.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	silver soldering	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Ch 12/Take CH 12 Quiz Using Lab Book
3	silver soldering	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Ch 12/Take CH 12 Quiz Using Lab Book
4	12.1-12.15	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Ch 12/Take CH 12 Quiz Using Lab Book
5			
6	12.16-12.23	Practice checking single phase motors for shorts and grounds; identifying common, start, run terminals.	Read Ch 12/Take CH 12 Quiz Using Lab Book
7		Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.	Read Ch 12/Take CH 12 Quiz Using Lab Book
8	CH 12 TEST	Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.	Read Ch 12/Take CH 12 Quiz Using Lab Book/Ch 12 Test Using Blackboard
9			Read Ch 17/Take CH 17 Quiz Using Lab Book
10	17.1-17.15	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Ch 17/Take CH 17 Quiz Using Lab Book
11		Practice wire sizing for power circuits; wiring control circuits; troubleshooting single-phase and three-phase circuits.	Read Ch 17/Take CH 17 Quiz Using Lab Book
12	17.16-17.30	Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book
13		Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book
14	TEST CH 17	Practice wiring simple gas and electric furnaces.	Read Ch 17/Take CH 17 Quiz Using Lab Book/Ch 17 Test Using Blackboard
15		Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book

H.A.R.T. 1301**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

16	18.1-18.4	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
17		Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
18	18.5-18.7	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book
19		Practice wiring simple gas and electric furnaces.	Read Unit 18/Take CH 18 Quiz Using Lab Book
20	TEST CH 18	Practice wiring simple gas and electric furnaces.	Read Ch 18/Take CH 18 Quiz Using Lab Book/Ch 18 Test Using Blackboard
21		Practice wiring simple gas and electric furnaces.	Read Ch 19/Take CH 19 Quiz Using Lab Book
22	19.1-19.12	Practice wiring simple gas and electric furnaces.	Complete Schematic Symbol Review/Read Ch 19/Take Ch 19 Quiz Using Lab Book
23	SYMBOLS	Practice wiring simple gas and electric furnaces.	Complete Schematic Symbol Review/Read Ch 19/Take Ch 19 Quiz Using Lab Book
24	TEST CH 19	Practice wiring simple gas and electric furnaces.	Read Ch 19/Take CH 19 Quiz Using Lab Book/Ch 19 Test Using Blackboard
25		Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
26	20.1-20.14	Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
27		Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book
28	TEST CH 20	Practice wiring simple gas and electric furnaces.	Read Ch 20/Take Ch 20 Quiz Using Lab Book/Ch 20 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

CONTROLS

Basic electrical, pressure, temperature controls including motor starting devices, operating relays, and troubleshooting operating relays, and troubleshooting safety controls and devices. Emphasis on using wiring diagrams to analyze high and low voltage circuits.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on areas where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student must thoroughly learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out a work order/lab sheet describing and justifying work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/writing Assignments
1	INTRODUCTION		
2	13.1	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
3		Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
4	13.2	Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
5		Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
6	13.3	Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
7		Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
8	13.4	Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
9		Practice wiring capacitors and potential relays; wiring PSC motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
10	13.5	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
11		Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
12	13.6	Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
13		Practice wiring simple gas and electric furnaces.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
14	TEST CH 13	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 13/Ch 13 Quiz Using Lab Book/Ch13 Test Using Blackboard
15		Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book

HART 1303**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

16	14.1-14.3	Practice wire basic control board. Practice adjusting temperature and pressure switches as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
17		Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
18	14.4-14.6	Practice adjust electrical and electromechanical controls on lab training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
19		Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
20	14.7-14.9	Practice wiring, troubleshooting and adjusting overloads and other electrical and temperature safety devices on training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
21		Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
22	14.10-14.12	Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
23	THANKSGIVING HOLIDAY		
24			
25		Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
26	14.13-14.16	Practice drawing schematic symbols and schematics of specific units assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
27		Practice control wiring on training units assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
28	14.17-14.19	Practice control wiring on training units assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
29	TEST CH 14	Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
30		Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/ Ch 14 Quiz Using Lab Book/ Ch14 Test Using Blackboard
31		Practice adjust electrical and electromechanical controls on lab training units as assigned.	
32		Practice adjust electrical and electromechanical controls on lab training units as assigned.	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

CONTROLS

Basic electrical, pressure, temperature controls including motor starting devices, operating relays, and troubleshooting operating relays, and troubleshooting safety controls and devices. Emphasis on using wiring diagrams to analyze high and low voltage circuits.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on areas where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student must thoroughly learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out a work order/lab sheet describing and justifying work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

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10	13.5	Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
11		Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.	Read Unit 13/Take Chapter 13 Quiz Using Lab Book
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HART 1303**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

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21		Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
22	14.10-14.12	Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
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30		Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/ Ch 14 Quiz Using Lab Book/ Ch14 Test Using Blackboard
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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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HART 1303**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

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28	14.17-14.19	Practice control wiring on training units assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
29	TEST CH 14	Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/ Take Chapter 14 Quiz Using Lab Book
30		Practice using schematics to wire high voltage control circuits as assigned.	Read Unit 14/ Ch 14 Quiz Using Lab Book/ Ch14 Test Using Blackboard
31		Practice adjust electrical and electromechanical controls on lab training units as assigned.	
32		Practice adjust electrical and electromechanical controls on lab training units as assigned.	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**REFRIGERATION PRINCIPLES**

The basic refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, EPA requirements, evacuation, recovery, recycling, reclamation.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to read and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read from technical journals and write a synopsis. Each day students will be asked to make operational checks and record on the proper forms to be turned in to the instructor. Each day students will be required to fill out a work order/lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	Silver Solder	Cutting, swaging, flaring, soldering of copper tubing. Economical planning and use of copper and silver solder.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
3	1.1-1.6	Cutting, swaging, flaring, soldering of steel tubing. Economical planning and use of copper and silver solder. Process tube adapter kit and leak checking with solution.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
4		Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
5		Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
6	1.7-1.10		Read Unit 1/Take Chapter 1 Quiz Using Lab Book
7		Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
8	1.11-1.13	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
9		Practice using recovery machine on training units assigned.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
10	TEST CH 1	practice evacuating using vacuum pumps on training units assigned.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book/Test Ch 1 Using Blackboard
11	3.1-3.15	Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
12		Practice charging by vapor method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
13	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
14		Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
15	TEST CH 3	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book/Test Ch 3 Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Use of flare and compression fittings. Use of pinch-off tool to seal system with pressure on it.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
17	7.1-7.9	Practice measuring low side and high side measurements in PSIG; converting to PSIA.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
18			Read Unit 7/Take Chapter 7 Quiz Using Lab Book
19	7.10-7.19	Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
20		Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book
21	TEST CH 7	Practice using recovery machine on training units assigned.	Read Unit 7/Take Chapter 7 Quiz Using Lab Book/Ch 7 Test Using Blackboard
22		practice evacuating using vacuum pumps on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
23		Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
24		Practice charging by vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
25	8.1-8.3	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
26		Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
27	8.4-8.5	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
28		Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
29	8.6-8.8	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
30		Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book/Ch 8 Test Using Blackboard
31	TEST CH 8	Practice charging by weight and vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
32		Practice charging by weight and vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

REFRIGERATION PRINCIPLES

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6	1.7-1.10		Read Unit 1/Take Chapter 1 Quiz Using Lab Book
7		Practice using thermometers to measure temperature of air and refrigerant; use of gauges.	Read Unit 1/Take Chapter 1 Quiz Using Lab Book
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11	3.1-3.15	Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
12		Practice charging by vapor method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
13	3.16-3.21	Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
14		Practice charging by weight method on training units assigned.	Read Unit 3/Take Chapter 3 Quiz Using Lab Book
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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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22		practice evacuating using vacuum pumps on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
23		Practice using vacuum pumps and vacuum gauges on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
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27	8.4-8.5	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
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29	8.6-8.8	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
30		Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book/Ch 8 Test Using Blackboard
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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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28		Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
29	8.6-8.8	Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
30		Practice charging by weight method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book/Ch 8 Test Using Blackboard
31	TEST CH 8	Practice charging by weight and vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book
32		Practice charging by weight and vapor method on training units assigned.	Read Unit 8/Take Chapter 8 Quiz Using Lab Book

H.A.R.T. 1310.185 SUMMER 2021**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY****HVAC SHOP PRACTICES AND TOOLS**

Tools and instruments used in the HVAC industry. Includes proper application, use and care of these to and tubing and piping practices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
3	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
4		Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
5			Read Ch 4/Take Ch 4 Quiz Using Lab Book
6	4.1-4.8	Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
7	TEST CH 4	Practice Safe Use of Electrical Equipment	Read Ch 4/Take Ch 4 Quiz Using Lab Book/Take Ch 4 Test Using Blackboard
8		Practice Safety in Moving Heavy Objects	Read Ch 5/Take Ch 5 Quiz Using Lab Book
9	5.1-5.7	Practice Ladder Safety and Proper Use	Read Ch 5/Take Ch 5 Quiz Using Lab Book
10		Practice Ladder Safety and Proper Use	Read Ch 5/Take Ch 5 Quiz Using Lab Book
11	TEST CH 5	Introduction and Proper Use of Tubing Tools and Brushes	Read Ch 5/Take Ch 5 Quiz Using Lab Book/Take Ch 5 Test Using Blackboard
12		Introduction and Proper Use of Specialized Hand Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
13	9.1-9.5	Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
14		Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
15	9.6-9.10	Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book

H.A.R.T. 1310**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

16			Read Ch 9/Take Ch 9 Quiz Using Lab Book
17	9.11-9.15	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
18		Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
19	9.16-9.21	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
20		Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
21	TEST CH 9	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book / Take Ch 9 Test Using Blackboard
22		Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
23	10.1-10.5	Practice Recovery on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
24		Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
25	10.6-10.8	Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
26		Introduction and Proper Use of Refrigerant Leak Detectors and other Specialized HVAC Tools/Use of Gauges	Read Ch 10/Take Ch 10 Quiz Using Lab Book
27		Introduction and Proper Use of Refrigerant Leak Detectors and other Specialized HVAC Tools/Use of Gauges	Read Ch 10/Take Ch 10 Quiz Using Lab Book/Take Ch 10 Test Using Blackboard

H.A.R.T. 1310.186 SUMMER 2021**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY****HVAC SHOP PRACTICES AND TOOLS**

Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools and tubing and piping practices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
3	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
4		Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
5			Read Ch 4/Take Ch 4 Quiz Using Lab Book
6	4.1-4.8	Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
7	TEST CH 4	Practice Safe Use of Electrical Equipment	Read Ch 4/Take Ch 4 Quiz Using Lab Book/Take Ch 4 Test Using Blackboard
8		Practice Safety in Moving Heavy Objects	Read Ch 5/Take Ch 5 Quiz Using Lab Book
9	5.1-5.7	Practice Ladder Safety and Proper Use	Read Ch 5/Take Ch 5 Quiz Using Lab Book
10		Practice Ladder Safety and Proper Use	Read Ch 5/Take Ch 5 Quiz Using Lab Book
11	TEST CH 5	Introduction and Proper Use of Tubing Tools and Brushes	Read Ch 5/Take Ch 5 Quiz Using Lab Book/Take Ch 5 Test Using Blackboard
12		Introduction and Proper Use of Specialized Hand Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
13	9.1-9.5	Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
14		Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
15	9.6-9.10	Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book

H.A.R.T. 1310**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

16			Read Ch 9/Take Ch 9 Quiz Using Lab Book
17	9.11-9.15	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
18		Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
19	9.16-9.21	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
20		Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
21	TEST CH 9	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book / Take Ch 9 Test Using Blackboard
22		Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
23	10.1-10.5	Practice Recovery on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
24		Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
25	10.6-10.8	Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
26		Introduction and Proper Use of Refrigerant Leak Detectors and other Specialized HVAC Tools/Use of Gauges	Read Ch 10/Take Ch 10 Quiz Using Lab Book
27		Introduction and Proper Use of Refrigerant Leak Detectors and other Specialized HVAC Tools/Use of Gauges	Read Ch 10/Take Ch 10 Quiz Using Lab Book/Take Ch 10 Test Using Blackboard

H.A.R.T. 1310.485 SUMMER 2021**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY****HVAC SHOP PRACTICES AND TOOLS**

Tools and instruments used in the HVAC industry. Includes proper application, use and care of these to and tubing and piping practices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
3	silver soldering	Practice Safe and Proper Use of Oxygen-Acetylene Torches	Read Ch 4/Take Ch 4 Quiz Using Lab Book
4		Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
5			Read Ch 4/Take Ch 4 Quiz Using Lab Book
6	4.1-4.8	Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
7	TEST CH 4	Practice Safe Use of Electrical Equipment	Read Ch 4/Take Ch 4 Quiz Using Lab Book/Take Ch 4 Test Using Blackboard
8		Practice Safety in Moving Heavy Objects	Read Ch 5/Take Ch 5 Quiz Using Lab Book
9	5.1-5.7	Practice Ladder Safety and Proper Use	Read Ch 5/Take Ch 5 Quiz Using Lab Book
10		Practice Ladder Safety and Proper Use	Read Ch 5/Take Ch 5 Quiz Using Lab Book
11	TEST CH 5	Introduction and Proper Use of Tubing Tools and Brushes	Read Ch 5/Take Ch 5 Quiz Using Lab Book/Take Ch 5 Test Using Blackboard
12		Introduction and Proper Use of Specialized Hand Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
13	9.1-9.5	Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
14		Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book
15	9.6-9.10	Introduction and Proper Use of Power Tools	Read Ch 9/Take Ch 9 Quiz Using Lab Book

H.A.R.T. 1310**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

16			Read Ch 9/Take Ch 9 Quiz Using Lab Book
17	9.11-9.15	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
18		Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
19	9.16-9.21	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
20		Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book
21	TEST CH 9	Practice Recovery on Assigned Units	Read Ch 9/Take Ch 9 Quiz Using Lab Book / Take Ch 9 Test Using Blackboard
22		Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
23	10.1-10.5	Practice Recovery on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
24		Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
25	10.6-10.8	Practice Evacuation on Assigned Units	Read Ch 10/Take Ch 10 Quiz Using Lab Book
26		Introduction and Proper Use of Refrigerant Leak Detectors and other Specialized HVAC Tools/Use of Gauges	Read Ch 10/Take Ch 10 Quiz Using Lab Book
27		Introduction and Proper Use of Refrigerant Leak Detectors and other Specialized HVAC Tools/Use of Gauges	Read Ch 10/Take Ch 10 Quiz Using Lab Book/Take Ch 10 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

RESIDENTIAL AIR CONDITIONING AND REFRIGERATION

Components, applications, and installation of mechanical air conditioning and refrigeration systems including operating conditions, troubleshooting, repair, and charging of domestic refrigerators, freezers, window air conditioners and central split systems.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	45.1-45.10	Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
3		Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
4	45.11-45.15	Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
5			
6		Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	Read Ch 45/Take Ch 45 Quiz Using Lab Book
7	45.16-45.20	Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	Read Ch 45/Take Ch 45 Quiz Using Lab Book
8			Read Ch 45/Take Ch 45 Quiz Using Lab Book
9	45.21-45.25	Gaskets, drain lines, Water filters, Leveling Refrigerators & Freezers, Repair of Interior	Read Ch 45/Take Ch 45 Quiz Using Lab Book
10		Cooling Capacity, Configuration of Cubic Feet	Read Ch 45/Take Ch 45 Quiz Using Lab Book
11	45.26-45.31	Evaporator Installation, Airflow, Defrost	Read Ch 45/Take Ch 45 Quiz Using Lab Book
12			Read Ch 45/Take Ch 45 Quiz Using Lab Book
13	TEST CH 45	Practice sizing compressors for domestic refrigerators and freezers.	Read Ch 45/Take Ch 45 Quiz Using Lab Book
14		Metering Device Maintenance, Installation, Repair	Read Ch 45/Take Ch 45 Quiz Using Lab Book/ Take Ch 45 Test Using Blackboard
15	46.1-46.2	Practice checking typical operating conditions of refrigerators & freezers	Read Ch 46/Take Ch 46 Quiz Using Lab Book

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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16			Read Ch 46/Take Ch 46 Quiz Using Lab Book
17	46.3	Icemaker operation and troubleshooting	Read Ch 46/Take Ch 46 Quiz Using Lab Book
18		Icemaker operation and troubleshooting	Read Ch 46/Take Ch 46 Quiz Using Lab Book
19	46.4	Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
20		Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
21	46.5	Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
22		Reading & Interpretation of Controls and Wiring Diagrams Defrost Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
23	45.6	Reading & Interpretation of Controls and Wiring Diagrams Defrost Cycle & Icemaker	Read Ch 46/Take Ch 46 Quiz Using Lab Book
24		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Ch 46/Take Ch 46 Quiz Using Lab Book
25	46.70	Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
26		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
27	46.8-46.9	Window Units Refrigeration & Cooling Cycles (Cooling Only Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book
28		Window Units Refrigeration & Cooling Cycles (Heat Pump Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book / Take Chapter 46 Test Using Blackboard
29	46.70	Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
30		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
31		Window Units Refrigeration & Cooling Cycles (Cooling Only Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

RESIDENTIAL AIR CONDITIONING AND REFRIGERATION

Components, applications, and installation of mechanical air conditioning and refrigeration systems including operating conditions, troubleshooting, repair, and charging of domestic refrigerators, freezers, window air conditioners and central split systems.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	45.1-45.10	Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
3		Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
4	45.11-45.15	Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
5			
6		Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	Read Ch 45/Take Ch 45 Quiz Using Lab Book
7	45.16-45.20	Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	Read Ch 45/Take Ch 45 Quiz Using Lab Book
8			Read Ch 45/Take Ch 45 Quiz Using Lab Book
9	45.21-45.25	Gaskets, drain lines, Water filters, Leveling Refrigerators & Freezers, Repair of Interior	Read Ch 45/Take Ch 45 Quiz Using Lab Book
10		Cooling Capacity, Configuration of Cubic Feet	Read Ch 45/Take Ch 45 Quiz Using Lab Book
11	45.26-45.31	Evaporator Installation, Airflow, Defrost	Read Ch 45/Take Ch 45 Quiz Using Lab Book
12			Read Ch 45/Take Ch 45 Quiz Using Lab Book
13	TEST CH 45	Practice sizing compressors for domestic refrigerators and freezers.	Read Ch 45/Take Ch 45 Quiz Using Lab Book
14		Metering Device Maintenance, Installation, Repair	Read Ch 45/Take Ch 45 Quiz Using Lab Book/ Take Ch 45 Test Using Blackboard
15	46.1-46.2	Practice checking typical operating conditions of refrigerators & freezers	Read Ch 46/Take Ch 46 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16			Read Ch 46/Take Ch 46 Quiz Using Lab Book
17	46.3	Icemaker operation and troubleshooting	Read Ch 46/Take Ch 46 Quiz Using Lab Book
18		Icemaker operation and troubleshooting	Read Ch 46/Take Ch 46 Quiz Using Lab Book
19	46.4	Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
20		Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
21	46.5	Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
22		Reading & Interpretation of Controls and Wiring Diagrams Defrost Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
23	45.6	Reading & Interpretation of Controls and Wiring Diagrams Defrost Cycle & Icemaker	Read Ch 46/Take Ch 46 Quiz Using Lab Book
24		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Ch 46/Take Ch 46 Quiz Using Lab Book
25	46.70	Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
26		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
27	46.8-46.9	Window Units Refrigeration & Cooling Cycles (Cooling Only Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book
28		Window Units Refrigeration & Cooling Cycles (Heat Pump Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book / Take Chapter 46 Test Using Blackboard
29	46.70	Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
30		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
31		Window Units Refrigeration & Cooling Cycles (Cooling Only Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**RESIDENTIAL AIR CONDITIONING AND REFRIGERATION**

Components, applications, and installation of mechanical air conditioning and refrigeration systems including operating conditions, troubleshooting, repair, and charging of domestic refrigerators, freezers, window air conditioners and central split systems.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	45.1-45.10	Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
3		Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
4	45.11-45.15	Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
5			
6		Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	Read Ch 45/Take Ch 45 Quiz Using Lab Book
7	45.16-45.20	Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	Read Ch 45/Take Ch 45 Quiz Using Lab Book
8			Read Ch 45/Take Ch 45 Quiz Using Lab Book
9	45.21-45.25	Gaskets, drain lines, Water filters, Leveling Refrigerators & Freezers, Repair of Interior	Read Ch 45/Take Ch 45 Quiz Using Lab Book
10		Cooling Capacity, Configuration of Cubic Feet	Read Ch 45/Take Ch 45 Quiz Using Lab Book
11	45.26-45.31	Evaporator Installation, Airflow, Defrost	Read Ch 45/Take Ch 45 Quiz Using Lab Book
12			Read Ch 45/Take Ch 45 Quiz Using Lab Book
13	TEST CH 45	Practice sizing compressors for domestic refrigerators and freezers.	Read Ch 45/Take Ch 45 Quiz Using Lab Book
14		Metering Device Maintenance, Installation, Repair	Read Ch 45/Take Ch 45 Quiz Using Lab Book/ Take Ch 45 Test Using Blackboard
15	46.1-46.2	Practice checking typical operating conditions of refrigerators & freezers	Read Ch 46/Take Ch 46 Quiz Using Lab Book

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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16			Read Ch 46/Take Ch 46 Quiz Using Lab Book
17	46.3	Icemaker operation and troubleshooting	Read Ch 46/Take Ch 46 Quiz Using Lab Book
18		Icemaker operation and troubleshooting	Read Ch 46/Take Ch 46 Quiz Using Lab Book
19	46.4	Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
20		Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
21	46.5	Reading & Interpretation of Controls and Wiring Diagrams Cooling Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
22		Reading & Interpretation of Controls and Wiring Diagrams Defrost Cycle	Read Ch 46/Take Ch 46 Quiz Using Lab Book
23	45.6	Reading & Interpretation of Controls and Wiring Diagrams Defrost Cycle & Icemaker	Read Ch 46/Take Ch 46 Quiz Using Lab Book
24		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Ch 46/Take Ch 46 Quiz Using Lab Book
25	46.70	Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
26		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
27	46.8-46.9	Window Units Refrigeration & Cooling Cycles (Cooling Only Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book
28		Window Units Refrigeration & Cooling Cycles (Heat Pump Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book / Take Chapter 46 Test Using Blackboard
29	46.70	Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
30		Service and Repair of Window Units, Maintenance, Charges, Evacuation, Changeouts	Read Unit 46/Take Ch 46 Quiz Using Lab Book
31		Window Units Refrigeration & Cooling Cycles (Cooling Only Units)	Read Unit 46/Take Ch 46 Quiz Using Lab Book

H.A.R.T. 1345.185 SUMMER 2021

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

GAS & ELECTRIC HEAT

Procedures and principles used in installing and servicing heating systems including gas-fired and electric furnaces.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students will work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time, students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	30.1-30.5	Practice checking amperage and voltage in electric furnaces, wiring electric furnace.	Read Ch 30/Take Ch 30 Quiz Using Lab Book
3		Practice measuring BTU output of electric furnace by converting watts on assigned units	Read Ch 30/Take Ch 30 Quiz Using Lab Book/30-2 Assign Using Lab Book
4	30.6-30.10	Checking Radiant Heating Panels Installation, wiring	Read Ch 30/Take Ch 30 Quiz Using Lab Book
5			Read Ch 30/Take Ch 30 Quiz Using Lab Book
6	30.11-30.15	Checking Radiant Heating Panels Installation, wiring	Read Ch 30/Take Ch 30 Quiz Using Lab Book/30-6 Assign Using Lab Book
7		Practice converting Watts to BTUs using Ohms Law on assigned units.	Read Ch 30/Take Ch 30 Quiz Using Lab Book
8	30.16-30.21	Installation & Wiring of Thermostats, Circuit Boards, Sequencers, & Contactors (Relays)	Read Ch 30/Take Ch 30 Quiz Using Lab Book
9			Read Ch 30/Take Ch 30 Quiz Using Lab Book
10		Installation & Wiring of Blower/Condenser Motors, Use of Contactors for Control	Read Ch 30/Take Ch 30 Quiz Using Lab Book
11		Installation & Wiring of Blower/Condenser Motors, Use of Contactors for Control	Read Ch 30/Take Ch 30 Quiz Using Lab Book
12	TEST CH 30	Practice measuring air flow in electric furnaces using the sensible heat formula on assigned units.	Read Ch 30/Take Ch 30 Quiz Using Lab Book/Take Ch 30 Test Using Blackboard
13			Read Ch 31/Take Ch 31 Quiz Using Lab Book
14		Practice converting BTUs to Watts on assigned units to find CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book

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15		Practice converting BTUs to Watts on assigned units to find CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
16	31.1-31.5	Practice Checking Volts and Amps on Gas Furnace, Furnace Familiarization	Read Ch 31/Take Ch 31 Quiz Using Lab Book
17			Read Ch 31/Take Ch 31 Quiz Using Lab Book
18	3.6-31.10	Use of Manometer to Check Gas Pressures, Use of Analyzer to Check Combustion	Read Ch 31/Take Ch 31 Quiz Using Lab Book
19		Use of Manometer to Check Gas Pressures, Use of Analyzer to Check Combustion	Read Ch 31/Take Ch 31 Quiz Using Lab Book
20	31.11-31.15	Installation, Troubleshooting, Maintenance of Gas Valves	Read Ch 31/Take Ch 31 Quiz Using Lab Book
21			Read Ch 31/Take Ch 31 Quiz Using Lab Book
22	31.16-31.20	Installation, Troubleshooting, Maintenance of Gas Valves	Read Ch 31/Take Ch 31 Quiz Using Lab Book
23		Practice checking temperature rise and air flow of gas furnace using CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
24	31.21-31.25	Practice checking temperature rise and air flow of gas furnace using CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
25			Read Ch 31/Take Ch 31 Quiz Using Lab Book
26	31.26-31.30	Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book
27		Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book
28		Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book/Take Ch 31 Test Using Blackboard

H.A.R.T. 1345.186 SUMMER 2021

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

GAS & ELECTRIC HEAT

Procedures and principles used in installing and servicing heating systems including gas-fired and electric furnaces.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students will work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time, students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	30.1-30.5	Practice checking amperage and voltage in electric furnaces, wiring electric furnace.	Read Ch 30/Take Ch 30 Quiz Using Lab Book
3		Practice measuring BTU output of electric furnace by converting watts on assigned units	Read Ch 30/Take Ch 30 Quiz Using Lab Book/30-2 Assign Using Lab Book
4	30.6-30.10	Checking Radiant Heating Panels Installation, wiring	Read Ch 30/Take Ch 30 Quiz Using Lab Book
5			Read Ch 30/Take Ch 30 Quiz Using Lab Book
6	30.11-30.15	Checking Radiant Heating Panels Installation, wiring	Read Ch 30/Take Ch 30 Quiz Using Lab Book/30-6 Assign Using Lab Book
7		Practice converting Watts to BTUs using Ohms Law on assigned units.	Read Ch 30/Take Ch 30 Quiz Using Lab Book
8	30.16-30.21	Installation & Wiring of Thermostats, Circuit Boards, Sequencers, & Contactors (Relays)	Read Ch 30/Take Ch 30 Quiz Using Lab Book
9			Read Ch 30/Take Ch 30 Quiz Using Lab Book
10		Installation & Wiring of Blower/Condenser Motors, Use of Contactors for Control	Read Ch 30/Take Ch 30 Quiz Using Lab Book
11		Installation & Wiring of Blower/Condenser Motors, Use of Contactors for Control	Read Ch 30/Take Ch 30 Quiz Using Lab Book
12	TEST CH 30	Practice measuring air flow in electric furnaces using the sensible heat formula on assigned units.	Read Ch 30/Take Ch 30 Quiz Using Lab Book/Take Ch 30 Test Using Blackboard
13			Read Ch 31/Take Ch 31 Quiz Using Lab Book
14		Practice converting BTUs to Watts on assigned units to find CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book

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15		Practice converting BTUs to Watts on assigned units to find CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
16	31.1-31.5	Practice Checking Volts and Amps on Gas Furnace, Furnace Familiarization	Read Ch 31/Take Ch 31 Quiz Using Lab Book
17			Read Ch 31/Take Ch 31 Quiz Using Lab Book
18	3.6-31.10	Use of Manometer to Check Gas Pressures, Use of Analyzer to Check Combustion	Read Ch 31/Take Ch 31 Quiz Using Lab Book
19		Use of Manometer to Check Gas Pressures, Use of Analyzer to Check Combustion	Read Ch 31/Take Ch 31 Quiz Using Lab Book
20	31.11-31.15	Installation, Troubleshooting, Maintenance of Gas Valves	Read Ch 31/Take Ch 31 Quiz Using Lab Book
21			Read Ch 31/Take Ch 31 Quiz Using Lab Book
22	31.16-31.20	Installation, Troubleshooting, Maintenance of Gas Valves	Read Ch 31/Take Ch 31 Quiz Using Lab Book
23		Practice checking temperature rise and air flow of gas furnace using CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
24	31.21-31.25	Practice checking temperature rise and air flow of gas furnace using CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
25			Read Ch 31/Take Ch 31 Quiz Using Lab Book
26	31.26-31.30	Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book
27		Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book
28		Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book/Take Ch 31 Test Using Blackboard

H.A.R.T. 1345.486 SUMMER 2021

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

GAS & ELECTRIC HEAT

Procedures and principles used in installing and servicing heating systems including gas-fired and electric furnaces.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned without prompting from the instructor especially concentrating on skills where weakness exists. Students will work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time, students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be required to fill out work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	30.1-30.5	Practice checking amperage and voltage in electric furnaces, wiring electric furnace.	Read Ch 30/Take Ch 30 Quiz Using Lab Book
3		Practice measuring BTU output of electric furnace by converting watts on assigned units	Read Ch 30/Take Ch 30 Quiz Using Lab Book/30-2 Assign Using Lab Book
4	30.6-30.10	Checking Radiant Heating Panels Installation, wiring	Read Ch 30/Take Ch 30 Quiz Using Lab Book
5			Read Ch 30/Take Ch 30 Quiz Using Lab Book
6	30.11-30.15	Checking Radiant Heating Panels Installation, wiring	Read Ch 30/Take Ch 30 Quiz Using Lab Book/30-6 Assign Using Lab Book
7		Practice converting Watts to BTUs using Ohms Law on assigned units.	Read Ch 30/Take Ch 30 Quiz Using Lab Book
8	30.16-30.21	Installation & Wiring of Thermostats, Circuit Boards, Sequencers, & Contactors (Relays)	Read Ch 30/Take Ch 30 Quiz Using Lab Book
9			Read Ch 30/Take Ch 30 Quiz Using Lab Book
10		Installation & Wiring of Blower/Condenser Motors, Use of Contactors for Control	Read Ch 30/Take Ch 30 Quiz Using Lab Book
11		Installation & Wiring of Blower/Condenser Motors, Use of Contactors for Control	Read Ch 30/Take Ch 30 Quiz Using Lab Book
12	TEST CH 30	Practice measuring air flow in electric furnaces using the sensible heat formula on assigned units.	Read Ch 30/Take Ch 30 Quiz Using Lab Book/Take Ch 30 Test Using Blackboard
13			Read Ch 31/Take Ch 31 Quiz Using Lab Book
14		Practice converting BTUs to Watts on assigned units to find CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book

H.A.R.T. 1345.486 SUMMER 2021**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

15		Practice converting BTUs to Watts on assigned units to find CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
16	31.1-31.5	Practice Checking Volts and Amps on Gas Furnace, Furnace Familiarization	Read Ch 31/Take Ch 31 Quiz Using Lab Book
17			Read Ch 31/Take Ch 31 Quiz Using Lab Book
18	3.6-31.10	Use of Manometer to Check Gas Pressures, Use of Analyzer to Check Combustion	Read Ch 31/Take Ch 31 Quiz Using Lab Book
19		Use of Manometer to Check Gas Pressures, Use of Analyzer to Check Combustion	Read Ch 31/Take Ch 31 Quiz Using Lab Book
20	31.11-31.15	Installation, Troubleshooting, Maintenance of Gas Valves	Read Ch 31/Take Ch 31 Quiz Using Lab Book
21			Read Ch 31/Take Ch 31 Quiz Using Lab Book
22	31.16-31.20	Installation, Troubleshooting, Maintenance of Gas Valves	Read Ch 31/Take Ch 31 Quiz Using Lab Book
23		Practice checking temperature rise and air flow of gas furnace using CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
24	31.21-31.25	Practice checking temperature rise and air flow of gas furnace using CFM	Read Ch 31/Take Ch 31 Quiz Using Lab Book
25			Read Ch 31/Take Ch 31 Quiz Using Lab Book
26	31.26-31.30	Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book
27		Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book
28		Troubleshooting, Installation, Repair of Ignition Systems, Thermocouples, Limit & Fan Switches, and circuit boards	Read Ch 31/Take Ch 31 Quiz Using Lab Book/Take Ch 31 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ADVANCED ELECTRICITY FOR HVAC

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors, motor controls, and application of solid state devices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1		Practice recovery of small recovery tanks contents into larger tanks.	
2		Practice recovery of small recovery tanks contents into larger tanks.	
3		Practice recovery of small recovery tanks contents into larger tanks.	
4		Practice recovery of small recovery tanks contents into larger tanks.	
5		Practice Recovery on Assigned Units	
6		Practice Recovery on Assigned Units	
7		Practice Recovery on Assigned Units	
8	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
9		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
10		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
11		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
12	49.11-49.13	Practice Recharge on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
13		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
14		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
15		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book

H.A.R.T. 1356.185 SUMMER 2021

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CH 49	Identification of Refrigerant Cylinders	Read Ch 49/Take Ch 49 Quiz Using Lab Book/Take Ch 49 Test Using Blackboard
17		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
18		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
19		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
20	50.1-50.5	Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
21		Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
22		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
23			
24		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
25		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
26	50.6-50.13	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
27		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
28		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
29	TEST CH 50	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
30		EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book
31		EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book/Take Ch 50 Test Using Blackboard
32		EPA Standards and Codes	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ADVANCED ELECTRICITY FOR HVAC

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors, motor controls, and application of solid state devices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1		Practice recovery of small recovery tanks contents into larger tanks.	
2		Practice recovery of small recovery tanks contents into larger tanks.	
3		Practice recovery of small recovery tanks contents into larger tanks.	
4		Practice recovery of small recovery tanks contents into larger tanks.	
5		Practice Recovery on Assigned Units	
6		Practice Recovery on Assigned Units	
7		Practice Recovery on Assigned Units	
8	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
9		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
10		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
11		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
12	49.11-49.13	Practice Recharge on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
13		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
14		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
15		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book

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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CH 49	Identification of Refrigerant Cylinders	Read Ch 49/Take Ch 49 Quiz Using Lab Book/Take Ch 49 Test Using Blackboard
17		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
18		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
19		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
20	50.1-50.5	Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
21		Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
22		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
23			
24		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
25		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
26	50.6-50.13	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
27		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
28		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
29	TEST CH 50	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
30		EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book
31		EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book/Take Ch 50 Test Using Blackboard
32		EPA Standards and Codes	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ADVANCED ELECTRICITY FOR HVAC

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors, motor controls, and application of solid state devices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1		Practice recovery of small recovery tanks contents into larger tanks.	
2		Practice recovery of small recovery tanks contents into larger tanks.	
3		Practice recovery of small recovery tanks contents into larger tanks.	
4		Practice recovery of small recovery tanks contents into larger tanks.	
5		Practice Recovery on Assigned Units	
6		Practice Recovery on Assigned Units	
7		Practice Recovery on Assigned Units	
8	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
9		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
10		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
11		Practice Evacuation on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
12	49.11-49.13	Practice Recharge on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
13		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
14		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book
15		Practice Recharge on Assigned Units	Read Ch 49/Take Ch 49 Quiz Using Lab Book

H.A.R.T. 1356.485 SUMMER 2021

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CH 49	Identification of Refrigerant Cylinders	Read Ch 49/Take Ch 49 Quiz Using Lab Book/Take Ch 49 Test Using Blackboard
17		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
18		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
19		Identification of Refrigerant Cylinders	Read Ch 50/Take Ch 50 Quiz Using Lab Book
20	50.1-50.5	Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
21		Use of Graduated Charging Cylinder	Read Ch 50/Take Ch 50 Quiz Using Lab Book
22		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
23			
24		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
25		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
26	50.6-50.13	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
27		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
28		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
29	TEST CH 50	Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
30		EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book
31		EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book/Take Ch 50 Test Using Blackboard
32		EPA Standards and Codes	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ADVANCED ELECTRICITY FOR HVAC

Advanced electrical instruction and skill building in installation of air conditioning equipment including detailed motor controls and application of solid state devices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
2	40.1-40.4	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
3		Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
4	40.5-40.10	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
5		Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
6	40.11-40.15	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
7		Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
8	TEST CH 40	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
9		Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
10	42.1-42.4	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
11		Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
12	42.5-42.10	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
13		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
14	42.11-42.15	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
15		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
17	42.16-42.20	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
18		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
19		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
20		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
21		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
22		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
23		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
24		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
25		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
26		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
27	42.21-42.25	Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
28		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
29		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
30		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
31	TEST CH 42	Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book /Take Ch 42 Test Using Blackboard
32		Troubleshooting, and Service of Assigned Units	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ADVANCED ELECTRICITY FOR HVAC

Advanced electrical instruction and skill building in installation of air conditioning equipment including detailed motor controls and application of solid state devices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
2	40.1-40.4	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
3		Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
4	40.5-40.10	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
5		Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
6	40.11-40.15	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
7		Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
8	TEST CH 40	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
9		Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
10	42.1-42.4	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
11		Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
12	42.5-42.10	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
13		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
14	42.11-42.15	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
15		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
17	42.16-42.20	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
18		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
19		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
20		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
21		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
22		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
23		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
24		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
25		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
26		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
27	42.21-42.25	Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
28		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
29		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
30		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
31	TEST CH 42	Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book /Take Ch 42 Test Using Blackboard
32		Troubleshooting, and Service of Assigned Units	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ADVANCED ELECTRICITY FOR HVAC

Advanced electrical instruction and skill building in installation of air conditioning equipment including detailed motor controls and application of solid state devices.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment. Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
2	40.1-40.4	Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
3		Practice Troubleshooting electric circuits	Read Ch 40/Take Ch 40 Quiz Using Lab Book
4	40.5-40.10	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
5		Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
6	40.11-40.15	Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
7		Practice Troubleshooting Evaporator Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
8	TEST CH 40	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 40/Take Ch 40 Quiz Using Lab Book
9		Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
10	42.1-42.4	Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
11		Practice Troubleshooting Condenser Performance on Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
12	42.5-42.10	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
13		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
14	42.11-42.15	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
15		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
17	42.16-42.20	Practice Troubleshooting and Installing Residential Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
18		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
19		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
20		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
21		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
22		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
23		Practice Troubleshooting and Installing Commercial Equipment	Read Ch 42/Take Ch 42 Quiz Using Lab Book
24		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
25		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
26		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
27	42.21-42.25	Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
28		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Ch 42/Take Ch 42 Quiz Using Lab Book
29		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
30		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book
31	TEST CH 42	Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book /Take Ch 42 Test Using Blackboard
32		Troubleshooting, and Service of Assigned Units	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

TROUBLESHOOTING

Advanced troubleshooting principles and use of test instruments to diagnose air conditioning and components and system problems including conducting performance tests.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	Practice troubleshooting electric circuits using voltage-drop method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
2	Silver Solder	Practice troubleshooting electric circuits using schematics and the "hop-skotch" method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
3	15.1-15.4	Practice troubleshooting the thermostat in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
4		Practice troubleshooting both the low voltage and high voltage circuits in assigned units. Practice troubleshooting amperage in both the low and high voltage circuits in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
5			
6		Practice troubleshooting switches and loads in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
7	15.5-15.9	Practice checking operating conditions of low, medium, and high temperature equipment on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
8		Practice checking operating conditions on air cooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
9	TEST CH 15	Practice checking operating conditions on watercooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book/Take Ch 15 Test Using Blackboard
10		Practice checking operating conditions on watercooled equipment.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
11	29.1-29.9	Practice checking refrigerant charge on assigned units	Read Ch 29/Take Ch 29 Quiz Using Lab Book
12		Practice checking evaporator efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
13	29.10-29.15	Practice checking condenser efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
14		Practice checking efficiency of compressors in assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
15	29.16-29.21	Practice performing Vacuum compressor test on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CH 29	Practice Closed loop Compressor bench test with unit running .	Read Ch 29/Take Ch 29 Quiz Using Lab Book/Take Ch 29 Test Using Blackboard
17		Practice Closed loop Compressor test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
18	41.1-41.3	Practice compressor running test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
19		Practice checking evaporator pressures and operating conditions on assigned units. Checking pressures and temperatures under different load conditions.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
20	41.4-41.6	Practice checking system pressures and temperatures on assigned units. Establishing reference points on unknown equipment.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
21		Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
22	41.7-41.10	Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
23		Practice determining compressor full load current, run load and locked rotor amps on assigned units. Practice troubleshooting high voltage.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
24	41.11-41.15	Practice troubleshooting electrical troubleshooting of circuit protectors, compressors, overloads,	Read Ch 41/Take Ch 41 Quiz Using Lab Book
25		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
26	41.16-41.18	Practice High and Low side Gauge Readings, Temperature and Pressure readings.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
27		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
28		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book/Take Ch 41 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

TROUBLESHOOTING

Advanced troubleshooting principles and use of test instruments to diagnose air conditioning and components and system problems including conducting performance tests.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	MLK Holiday	Practice troubleshooting electric circuits using voltage-drop method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
2	Silver Solder	Practice troubleshooting electric circuits using schematics and the "hop-skotch" method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
3	15.1-15.4	Practice troubleshooting the thermostat in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
4		Practice troubleshooting both the low voltage and high voltage circuits in assigned units. Practice troubleshooting amperage in both the low and high voltage circuits in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
5			
6		Practice troubleshooting switches and loads in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
7	15.5-15.9	Practice checking operating conditions of low, medium, and high temperature equipment on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
8		Practice checking operating conditions on air cooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
9	TEST CH 15	Practice checking operating conditions on watercooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book/Take Ch 15 Test Using Blackboard
10		Practice checking operating conditions on watercooled equipment.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
11	29.1-29.9	Practice checking refrigerant charge on assigned units	Read Ch 29/Take Ch 29 Quiz Using Lab Book
12		Practice checking evaporator efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
13	29.10-29.15	Practice checking condenser efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
14		Practice checking efficiency of compressors in assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
15	29.16-29.21	Practice performing Vacuum compressor test on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CH 29	Practice Closed loop Compressor bench test with unit running .	Read Ch 29/Take Ch 29 Quiz Using Lab Book/Take Ch 29 Test Using Blackboard
17		Practice Closed loop Compressor test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
18	41.1-41.3	Practice compressor running test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
19		Practice checking evaporator pressures and operating conditions on assigned units. Checking pressures and temperatures under different load conditions.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
20	41.4-41.6	Practice checking system pressures and temperatures on assigned units. Establishing reference points on unknown equipment.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
21		Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
22	41.7-41.10	Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
23		Practice determining compressor full load current, run load and locked rotor amps on assigned units. Practice troubleshooting high voltage.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
24	41.11-41.15	Practice troubleshooting electrical troubleshooting of circuit protectors, compressors, overloads,	Read Ch 41/Take Ch 41 Quiz Using Lab Book
25		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
26	41.16-41.18	Practice High and Low side Gauge Readings, Temperature and Pressure readings.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
27		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
28		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book/Take Ch 41 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

TROUBLESHOOTING

Advanced troubleshooting principles and use of test instruments to diagnose air conditioning and components and system problems including conducting performance tests.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION	Practice troubleshooting electric circuits using voltage-drop method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
2	Silver Solder	Practice troubleshooting electric circuits using schematics and the "hop-skotch" method on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
3	15.1-15.4	Practice troubleshooting the thermostat in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
4		Practice troubleshooting both the low voltage and high voltage circuits in assigned units. Practice troubleshooting amperage in both the low and high voltage circuits in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
5			
6		Practice troubleshooting switches and loads in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
7	15.5-15.9	Practice checking operating conditions of low, medium, and high temperature equipment on assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
8		Practice checking operating conditions on air cooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
9	TEST CH 15	Practice checking operating conditions on watercooled equipment.	Read Ch 15/Take Ch 15 Quiz Using Lab Book/Take Ch 15 Test Using Blackboard
10		Practice checking operating conditions on watercooled equipment.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
11	29.1-29.9	Practice checking refrigerant charge on assigned units	Read Ch 29/Take Ch 29 Quiz Using Lab Book
12		Practice checking evaporator efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
13	29.10-29.15	Practice checking condenser efficiency on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
14		Practice checking efficiency of compressors in assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book
15	29.16-29.21	Practice performing Vacuum compressor test on assigned units.	Read Ch 29/Take Ch 29 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CH 29	Practice Closed loop Compressor bench test with unit running .	Read Ch 29/Take Ch 29 Quiz Using Lab Book/Take Ch 29 Test Using Blackboard
17		Practice Closed loop Compressor test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
18	41.1-41.3	Practice compressor running test on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
19		Practice checking evaporator pressures and operating conditions on assigned units. Checking pressures and temperatures under different load conditions.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
20	41.4-41.6	Practice checking system pressures and temperatures on assigned units. Establishing reference points on unknown equipment.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
21		Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
22	41.7-41.10	Practice determining compressor electrical operating conditions, Equipment Efficiency Rating, and equipment start up on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
23		Practice determining compressor full load current, run load and locked rotor amps on assigned units. Practice troubleshooting high voltage.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
24	41.11-41.15	Practice troubleshooting electrical troubleshooting of circuit protectors, compressors, overloads,	Read Ch 41/Take Ch 41 Quiz Using Lab Book
25		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
26	41.16-41.18	Practice High and Low side Gauge Readings, Temperature and Pressure readings.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
27		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book
28		Practice mechanical troubleshooting with gauges and thermometers on assigned units.	Read Ch 41/Take Ch 41 Quiz Using Lab Book/Take Ch 41 Test Using Blackboard

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

AIR CONDITIONING AND REFRIGERATION INSTALLATION AND SERVICE

Air conditioning and refrigeration system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1		Installing square and rectangular duct.	Read Unit 38/Ch 38 Quiz Using Lab Book
2	38.1-38.5	Installing square and rectangular duct.	Read Unit 38/Ch 38 Quiz Using Lab Book
3		Installing round metal duct & insulation	Read Unit 38/Ch 38 Quiz Using Lab Book
4	38.6-38.8	Installing round metal duct & insulation	Read Unit 38/Ch 38 Quiz Using Lab Book
5		Installing ductboard systems	Read Unit 38/Ch 38 Quiz Using Lab Book
6	38.9-38.12	Installing ductboard systems	Read Unit 38/Ch 38 Quiz Using Lab Book
7		Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book
8	TEST CH 38	Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book/Take Ch 38 Test Using Blackboard
9		Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book
10	47.1-47.4	Electrical Installation on assigned units	Read Unit 38/Ch 38 Quiz Using Lab Book/Take Ch 38 Test Using Blackboard
11		Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
12	47.5-47.15	Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
13		Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
14	47.16	Installation of roof top package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
15		Installation of roof top package unit	Read Unit 47/Ch 47 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Installation of air to water package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
17		Installation of air to water package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
18	TEST CH 47	Installation of Split Systems with Electric Furnace	Read Unit 47/Ch 47 Quiz Using Lab Book Take Ch 47 Test Using Blackboard
19		Installation of Split Systems with Electric Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
20	48.1-48.5	Installation of Split Systems with Electric Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
21		Installation of Split Systems with Gas Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
22	48.6-48.8	Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
23		Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
24		Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
25		Install and Service Wastewater Units	Read Unit 48/Ch 48 Quiz Using Lab Book
26	48.9-48.11	Install and Service Wastewater Units	Read Unit 48/Ch 48 Quiz Using Lab Book
27		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
28	48.12-48.14	Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
29		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
30	TEST CH 48	Install low-temperature refrigeration system.	Read Unit 48/Ch 48 Quiz Using Lab Book Take Ch 48 Test Using Blackboard
31		Install low-temperature refrigeration system.	
32		Install package units	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

AIR CONDITIONING AND REFRIGERATION INSTALLATION AND SERVICE

Air conditioning and refrigeration system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1		Installing square and rectangular duct.	Read Unit 38/Ch 38 Quiz Using Lab Book
2	38.1-38.5	Installing square and rectangular duct.	Read Unit 38/Ch 38 Quiz Using Lab Book
3		Installing round metal duct & insulation	Read Unit 38/Ch 38 Quiz Using Lab Book
4	38.6-38.8	Installing round metal duct & insulation	Read Unit 38/Ch 38 Quiz Using Lab Book
5		Installing ductboard systems	Read Unit 38/Ch 38 Quiz Using Lab Book
6	38.9-38.12	Installing ductboard systems	Read Unit 38/Ch 38 Quiz Using Lab Book
7		Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book
8	TEST CH 38	Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book/Take Ch 38 Test Using Blackboard
9		Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book
10	47.1-47.4	Electrical Installation on assigned units	Read Unit 38/Ch 38 Quiz Using Lab Book/Take Ch 38 Test Using Blackboard
11		Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
12	47.5-47.15	Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
13		Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
14	47.16	Installation of roof top package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
15		Installation of roof top package unit	Read Unit 47/Ch 47 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Installation of air to water package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
17		Installation of air to water package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
18	TEST CH 47	Installation of Split Systems with Electric Furnace	Read Unit 47/Ch 47 Quiz Using Lab Book Take Ch 47 Test Using Blackboard
19		Installation of Split Systems with Electric Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
20	48.1-48.5	Installation of Split Systems with Electric Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
21		Installation of Split Systems with Gas Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
22	48.6-48.8	Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
23		Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
24		Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
25		Install and Service Wastewater Units	Read Unit 48/Ch 48 Quiz Using Lab Book
26	48.9-48.11	Install and Service Wastewater Units	Read Unit 48/Ch 48 Quiz Using Lab Book
27		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
28	48.12-48.14	Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
29		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
30	TEST CH 48	Install low-temperature refrigeration system.	Read Unit 48/Ch 48 Quiz Using Lab Book Take Ch 48 Test Using Blackboard
31		Install low-temperature refrigeration system.	
32		Install package units	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

AIR CONDITIONING AND REFRIGERATION INSTALLATION AND SERVICE

Air conditioning and refrigeration system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1		Installing square and rectangular duct.	Read Unit 38/Ch 38 Quiz Using Lab Book
2	38.1-38.5	Installing square and rectangular duct.	Read Unit 38/Ch 38 Quiz Using Lab Book
3		Installing round metal duct & insulation	Read Unit 38/Ch 38 Quiz Using Lab Book
4	38.6-38.8	Installing round metal duct & insulation	Read Unit 38/Ch 38 Quiz Using Lab Book
5		Installing ductboard systems	Read Unit 38/Ch 38 Quiz Using Lab Book
6	38.9-38.12	Installing ductboard systems	Read Unit 38/Ch 38 Quiz Using Lab Book
7		Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book
8	TEST CH 38	Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book/Take Ch 38 Test Using Blackboard
9		Installing flexible duct systems	Read Unit 38/Ch 38 Quiz Using Lab Book
10	47.1-47.4	Electrical Installation on assigned units	Read Unit 38/Ch 38 Quiz Using Lab Book/Take Ch 38 Test Using Blackboard
11		Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
12	47.5-47.15	Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
13		Electrical Installation on assigned units	Read Unit 47/Ch 47 Quiz Using Lab Book
14	47.16	Installation of roof top package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
15		Installation of roof top package unit	Read Unit 47/Ch 47 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Installation of air to water package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
17		Installation of air to water package unit	Read Unit 47/Ch 47 Quiz Using Lab Book
18	TEST CH 47	Installation of Split Systems with Electric Furnace	Read Unit 47/Ch 47 Quiz Using Lab Book Take Ch 47 Test Using Blackboard
19		Installation of Split Systems with Electric Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
20	48.1-48.5	Installation of Split Systems with Electric Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
21		Installation of Split Systems with Gas Furnace	Read Unit 48/Ch 48 Quiz Using Lab Book
22	48.6-48.8	Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
23		Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
24		Install and Service Cooling Tower	Read Unit 48/Ch 48 Quiz Using Lab Book
25		Install and Service Wastewater Units	Read Unit 48/Ch 48 Quiz Using Lab Book
26	48.9-48.11	Install and Service Wastewater Units	Read Unit 48/Ch 48 Quiz Using Lab Book
27		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
28	48.12-48.14	Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
29		Add cooling system to existing heating system with emphasis on phasing of low voltage transformers.	Read Unit 48/Ch 48 Quiz Using Lab Book
30	TEST CH 48	Install low-temperature refrigeration system.	Read Unit 48/Ch 48 Quiz Using Lab Book Take Ch 48 Test Using Blackboard
31		Install low-temperature refrigeration system.	
32		Install package units	

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

COMMERCIAL REFRIGERATION

The student will demonstrate knowledge of system components; diagnose and troubleshoot systems; describe system applications; and demonstrate system installation procedures.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1			
2	21.1-21.6	Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
3		Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
4	21.7-21.10	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
5			
6	21.11-21.18	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
7		Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
8	TEST CH 21	Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
9		Adjust open compressor speed on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
10	22.1-22.10	Service, Maintenance & Repair of Waste/Water Systems, Condenser Subcooling & Water Tower Maintenance	Read Unit 22/Take Ch 22 Quiz Using Lab Book
11		Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
12	22.11-22.15	Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
13		Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
14	22.16-22.23	Adjust evaporator pressure regulators on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
15		Adjust evaporator pressure regulators on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book

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HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CHAPTER 22	Adjust Fan Cycling Head Pressure Controls on Assigned Units. Pulleys, and Belt Drives, Motor Protection	Read Unit 22/Take Ch 22 Quiz Using Lab Book
17		Service, Repair, Maintenance of Compressors	Read Unit 23/Take Ch 23 Quiz Using Lab Book
18	23.1-23.10	Practice Adjusting Hig & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
19		Practice Adjusting Hig & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
20	TEST CHAPTER 23	Practice Adjusting high & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
21		Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 24/Take Ch 24 Quiz Using Lab Book
22	24.1-24.15	Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 24/Take Ch 24 Quiz Using Lab Book
23		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
24	24.16-24.25	Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
25		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
26		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
27		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
28		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
29	TEST CHAPTER 24	Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
30		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book
31		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book
32		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

COMMERCIAL REFRIGERATION

The student will demonstrate knowledge of system components; diagnose and troubleshoot systems; describe system applications; and demonstrate system installation procedures.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1			
2	21.1-21.6	Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
3		Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
4	21.7-21.10	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
5			
6	21.11-21.18	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
7		Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
8	TEST CH 21	Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
9		Adjust open compressor speed on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
10	22.1-22.10	Service, Maintenance & Repair of Waste/Water Systems, Condenser Subcooling & Water Tower Maintenance	Read Unit 22/Take Ch 22 Quiz Using Lab Book
11		Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
12	22.11-22.15	Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
13		Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
14	22.16-22.23	Adjust evaporator pressure regulators on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
15		Adjust evaporator pressure regulators on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CHAPTER 22	Adjust Fan Cycling Head Pressure Controls on Assigned Units. Pulleys, and Belt Drives, Motor Protection	Read Unit 22/Take Ch 22 Quiz Using Lab Book
17		Service, Repair, Maintenance of Compressors	Read Unit 23/Take Ch 23 Quiz Using Lab Book
18	23.1-23.10	Practice Adjusting Hig & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
19		Practice Adjusting Hig & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
20	TEST CHAPTER 23	Practice Adjusting high & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
21		Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 24/Take Ch 24 Quiz Using Lab Book
22	24.1-24.15	Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 24/Take Ch 24 Quiz Using Lab Book
23		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
24	24.16-24.25	Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
25		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
26		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
27		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
28		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
29	TEST CHAPTER 24	Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
30		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book
31		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book
32		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

COMMERCIAL REFRIGERATION

The student will demonstrate knowledge of system components; diagnose and troubleshoot systems; describe system applications; and demonstrate system installation procedures.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1			
2	21.1-21.6	Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
3		Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
4	21.7-21.10	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
5			
6	21.11-21.18	Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
7		Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
8	TEST CH 21	Check Performance of Chilled Water Systems. Evaluation of Low Temp Evaporators and Defrost	Read Unit 21/Take Ch 21 Quiz Using Lab Book
9		Adjust open compressor speed on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
10	22.1-22.10	Service, Maintenance & Repair of Waste/Water Systems, Condenser Subcooling & Water Tower Maintenance	Read Unit 22/Take Ch 22 Quiz Using Lab Book
11		Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
12	22.11-22.15	Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
13		Adjust superheat on assigned low-medium-high temperature systems.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
14	22.16-22.23	Adjust evaporator pressure regulators on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book
15		Adjust evaporator pressure regulators on assigned units.	Read Unit 22/Take Ch 22 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	TEST CHAPTER 22	Adjust Fan Cycling Head Pressure Controls on Assigned Units. Pulleys, and Belt Drives, Motor Protection	Read Unit 22/Take Ch 22 Quiz Using Lab Book
17		Service, Repair, Maintenance of Compressors	Read Unit 23/Take Ch 23 Quiz Using Lab Book
18	23.1-23.10	Practice Adjusting Hig & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
19		Practice Adjusting Hig & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
20	TEST CHAPTER 23	Practice Adjusting high & Low Pressure Switches on Assigned Units.	Read Unit 23/Take Ch 23 Quiz Using Lab Book
21		Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 24/Take Ch 24 Quiz Using Lab Book
22	24.1-24.15	Practice Adjusting Oil Safety Control, Head Pressure Controls, Ambient Controls, & Setting Defrost Clocks	Read Unit 24/Take Ch 24 Quiz Using Lab Book
23		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
24	24.16-24.25	Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
25		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
26		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
27		Service, Maintenance, Installation of Expansion Devices	Read Unit 24/Take Ch 24 Quiz Using Lab Book
28		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
29	TEST CHAPTER 24	Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
30		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book
31		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book
32		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**AIR CONDITIONING AND REFRIGERATION SYSTEM DESIGN****Properties of air and results of cooling, heating, humidifying or dehumidifying; ACCA Manual J heat gain and heat loss calculations including equipment selection, ACCA Manual D duct design and balancing the air**

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	35.1-35.8	Practice with u-tube manometer.	Read Unit 35/Ch 35 Quiz Using lab Book
3		Practice checking air flow with velometer.	Read Unit 35/Ch 35 Quiz Using lab Book
4	35.9-35.10	Practice traversing duct with pitot tube.	Read Unit 35/Ch 35 Quiz Using lab Book
5			Read Unit 35/Ch 35 Quiz Using lab Book
6		Practice installing flex duct.	Read Unit 35/Ch 35 Quiz Using lab Book
7	35.11-35.12	Practice installing duct board.	Read Unit 35/Ch 35 Quiz Using lab Book
8		Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
9		Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
10	35.13	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
11		Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
12	35.14	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
13		Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
14		Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
15	TEST CH 35	Practice taking off room dimensions and features.	Read Unit 35/Ch 35 Quiz Using lab Book/Ch 35 Test Using Blackboard

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16		Practice with u-tube manometer.	Read Unit 37/Ch 37 Quiz Using lab Book
17	37.1-37.5	Practice checking air flow with velometer.	Read Unit 37/Ch 37 Quiz Using lab Book
18		Practice traversing duct with pitot tube.	Read Unit 37/Ch 37 Quiz Using lab Book
19	37.6-37.10	Practice assembling round duct.	Read Unit 37/Ch 37 Quiz Using lab Book
20		Practice installing flex duct.	Read Unit 37/Ch 37 Quiz Using lab Book
21	37.11-37.15	Practice installing duct board.	Read Unit 37/Ch 37 Quiz Using lab Book
22		Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
23	37.16-37.21	Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
24		Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book
25	TEST CH 37	Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book/Ch 37 Test Using Blackboard
26		Practice assembling round duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
27		Practice installing flex duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
28		Practice installing duct board.	Read Man J/Answer Man J Questions/Manual J Load Calculations
29	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
30	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
31	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
32	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
33	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
34	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
35	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
36	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
37	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations

HART 2345**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

38	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
39		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
40	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
41		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
42	MANUAL J	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
43		Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
44	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
45		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
46	MANUAL J	Practice taking off room dimensions and features.	Read Man D/Answer Man D Questions/Manual D Load Calculations
47		Practice taking off room dimensions and features.	Read Man D/Answer Man D Questions/Manual D Load Calculations
48	MANUAL J	Practice evaluating solar orientation of building.	Read Man D/Answer Man D Questions/Manual D Load Calculations
49		Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
50	MANUAL J	Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
51		Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
52		Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
53		Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
54	MANUAL D	Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
55		Static regain method to design light commercial sys.	Read Man D/Answer Man D Questions/Manual D Load Calculations
56	MANUAL D	Static regain method to design light commercial sys.	Read Man D/Answer Man D Questions/Manual D Load Calculations
57		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
58	MANUAL D	Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
59		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
60		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
57		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
58	MANUAL D	Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

AIR CONDITIONING AND REFRIGERATION SYSTEM DESIGN

Properties of air and results of cooling, heating, humidifying or dehumidifying; ACCA Manual J heat gain and heat loss calculations including equipment selection, ACCA Manual D duct design and balancing the air

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	35.1-35.8	Practice with u-tube manometer.	Read Unit 35/Ch 35 Quiz Using lab Book
3		Practice checking air flow with velometer.	Read Unit 35/Ch 35 Quiz Using lab Book
4	35.9-35.10	Practice traversing duct with pitot tube.	Read Unit 35/Ch 35 Quiz Using lab Book
5			Read Unit 35/Ch 35 Quiz Using lab Book
6		Practice installing flex duct.	Read Unit 35/Ch 35 Quiz Using lab Book
7	35.11-35.12	Practice installing duct board.	Read Unit 35/Ch 35 Quiz Using lab Book
8		Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
9		Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
10	35.13	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
11		Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
12	35.14	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
13		Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
14		Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
15	TEST CH 35	Practice taking off room dimensions and features.	Read Unit 35/Ch 35 Quiz Using lab Book/Ch 35 Test Using Blackboard

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16		Practice with u-tube manometer.	Read Unit 37/Ch 37 Quiz Using lab Book
17	37.1-37.5	Practice checking air flow with velometer.	Read Unit 37/Ch 37 Quiz Using lab Book
18		Practice traversing duct with pitot tube.	Read Unit 37/Ch 37 Quiz Using lab Book
19	37.6-37.10	Practice assembling round duct.	Read Unit 37/Ch 37 Quiz Using lab Book
20		Practice installing flex duct.	Read Unit 37/Ch 37 Quiz Using lab Book
21	37.11-37.15	Practice installing duct board.	Read Unit 37/Ch 37 Quiz Using lab Book
22		Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
23	37.16-37.21	Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
24		Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book
25	TEST CH 37	Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book/Ch 37 Test Using Blackboard
26		Practice assembling round duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
27		Practice installing flex duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
28		Practice installing duct board.	Read Man J/Answer Man J Questions/Manual J Load Calculations
29	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
30	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
31	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
32	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
33	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
34	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
35	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
36	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
37	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations

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38	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
39		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
40	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
41		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
42	MANUAL J	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
43		Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
44	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
45		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
46	MANUAL J	Practice taking off room dimensions and features.	Read Man D/Answer Man D Questions/Manual D Load Calculations
47		Practice taking off room dimensions and features.	Read Man D/Answer Man D Questions/Manual D Load Calculations
48	MANUAL J	Practice evaluating solar orientation of building.	Read Man D/Answer Man D Questions/Manual D Load Calculations
49		Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
50	MANUAL J	Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
51		Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
52		Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
53		Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
54	MANUAL D	Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
55		Static regain method to design light commercial sys.	Read Man D/Answer Man D Questions/Manual D Load Calculations
56	MANUAL D	Static regain method to design light commercial sys.	Read Man D/Answer Man D Questions/Manual D Load Calculations
57		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
58	MANUAL D	Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
59		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
60		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
57		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
58	MANUAL D	Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

AIR CONDITIONING AND REFRIGERATION SYSTEM DESIGN

Properties of air and results of cooling, heating, humidifying or dehumidifying; ACCA Manual J heat gain and heat loss calculations including equipment selection, ACCA Manual D duct design and balancing the air

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	INTRODUCTION		
2	35.1-35.8	Practice with u-tube manometer.	Read Unit 35/Ch 35 Quiz Using lab Book
3		Practice checking air flow with velometer.	Read Unit 35/Ch 35 Quiz Using lab Book
4	35.9-35.10	Practice traversing duct with pitot tube.	Read Unit 35/Ch 35 Quiz Using lab Book
5			Read Unit 35/Ch 35 Quiz Using lab Book
6		Practice installing flex duct.	Read Unit 35/Ch 35 Quiz Using lab Book
7	35.11-35.12	Practice installing duct board.	Read Unit 35/Ch 35 Quiz Using lab Book
8		Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
9		Practice sizing duct using friction chart.	Read Unit 35/Ch 35 Quiz Using lab Book
10	35.13	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
11		Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
12	35.14	Practice sizing duct using duct calculator.	Read Unit 35/Ch 35 Quiz Using lab Book
13		Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
14		Practice evaluating building envelope R-values.	Read Unit 35/Ch 35 Quiz Using lab Book
15	TEST CH 35	Practice taking off room dimensions and features.	Read Unit 35/Ch 35 Quiz Using lab Book/Ch 35 Test Using Blackboard

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16		Practice with u-tube manometer.	Read Unit 37/Ch 37 Quiz Using lab Book
17	37.1-37.5	Practice checking air flow with velometer.	Read Unit 37/Ch 37 Quiz Using lab Book
18		Practice traversing duct with pitot tube.	Read Unit 37/Ch 37 Quiz Using lab Book
19	37.6-37.10	Practice assembling round duct.	Read Unit 37/Ch 37 Quiz Using lab Book
20		Practice installing flex duct.	Read Unit 37/Ch 37 Quiz Using lab Book
21	37.11-37.15	Practice installing duct board.	Read Unit 37/Ch 37 Quiz Using lab Book
22		Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
23	37.16-37.21	Practice sizing duct using friction chart.	Read Unit 37/Ch 37 Quiz Using lab Book
24		Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book
25	TEST CH 37	Practice sizing duct using duct calculator.	Read Unit 37/Ch 37 Quiz Using lab Book/Ch 37 Test Using Blackboard
26		Practice assembling round duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
27		Practice installing flex duct.	Read Man J/Answer Man J Questions/Manual J Load Calculations
28		Practice installing duct board.	Read Man J/Answer Man J Questions/Manual J Load Calculations
29	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
30	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
31	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
32	FRICITION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
33	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
34	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
35	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
36	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
37	DUCT CALCULATOR	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations

HART 2345**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

38	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
39		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
40	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
41		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
42	MANUAL J	Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
43		Practice sizing duct using duct calculator.	Read Man J/Answer Man J Questions/Manual J Load Calculations
44	MANUAL J	Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
45		Practice evaluating building envelope R-values.	Read Man J/Answer Man J Questions/Manual J Load Calculations
46	MANUAL J	Practice taking off room dimensions and features.	Read Man D/Answer Man D Questions/Manual D Load Calculations
47		Practice taking off room dimensions and features.	Read Man D/Answer Man D Questions/Manual D Load Calculations
48	MANUAL J	Practice evaluating solar orientation of building.	Read Man D/Answer Man D Questions/Manual D Load Calculations
49		Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
50	MANUAL J	Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
51		Use static regain method to design residential duct.	Read Man D/Answer Man D Questions/Manual D Load Calculations
52		Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
53		Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
54	MANUAL D	Use static regain method to design extended plenum.	Read Man D/Answer Man D Questions/Manual D Load Calculations
55		Static regain method to design light commercial sys.	Read Man D/Answer Man D Questions/Manual D Load Calculations
56	MANUAL D	Static regain method to design light commercial sys.	Read Man D/Answer Man D Questions/Manual D Load Calculations
57		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
58	MANUAL D	Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
59		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
60		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
57		Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations
58	MANUAL D	Practice air balancing using electronic velometer.	Read Man D/Answer Man D Questions/Manual D Load Calculations

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

HEAT PUMPS

Air-source and geo-thermal heat pumps, procedures and principles used in servicing heat pumps, heat pump control circuits, defrost controls, auxiliary heat, and air flow as they relate to heat pumps.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	43.1-43.4	Study heat pump piping and refrigerant flow with heat pump trainer.	
2		Practice using schematics to determine component operation in heat pump circuits.	Read Unit 43/Answer Unit 43 Questions
3	43.5-43.12	Practice wiring heat pump circuit with ICM defrost control.	Read Unit 43/Answer Unit 43 Questions
4		Practice wiring heat pump circuit with Ranco E-15 defrost control.	Read Unit 43/Answer Unit 43 Questions
5		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 43/Answer Unit 43 Questions
6		Practice wiring heat pump circuit with Ranco E-15 defrost control.	Read Unit 43/Answer Unit 43 Questions
7		Practice wiring heat pump circuit with G.E./Carrier mechanical defrost timer.	Read Unit 43/Answer Unit 43 Questions
8		Practice troubleshooting reversing valve mechanically and electrically on assigned units.	Read Unit 43/Answer Unit 43 Questions
9	43.13-43.20	Practice charging heat pumps in heating mode with manufacturer's charging charts on assigned units.	Read Unit 43/Answer Unit 43 Questions
10		Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 43/Answer Unit 43 Questions
11	43.21-43.24	Practice checking, troubleshooting and repairing defrost circuit on heat pumps.	Read Unit 43/Answer Unit 43 Questions
12		Practice calculating the balance point on assigned heat pumps.	Read Unit 43/Answer Unit 43 Questions
13	43.25-43.28	Study piping on geo-thermal heat pump unit assigned.	Read Unit 43/Answer Unit 43 Questions
14		Study wiring using schematic of geo-thermal heat pump.	Read Unit 43/Answer Unit 43 Questions
15	43.29-43.35	Study wiring using schematic of geo-thermal heat pump.	Read Unit 43/Answer Unit 43 Questions

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Study heat pump piping and refrigerant flow with heat pump trainer.	Read Unit 43/Answer Unit 43 Questions
17	Test Unit 43	Practice using schematics to determine component operation in heat pump circuits.	Read Unit 44/Answer Unit 44 Questions
18		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
19			
20			
21			
22	44.3-44.6	Practice wiring heat pump circuit with G.E./Carrier mechanical defrost timer.	Read Unit 44/Answer Unit 44 Questions
23			
24			
25	44.7-44.8	Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 44/Answer Unit 44 Questions
26		Practice checking, troubleshooting and repairing defrost circuit on heat pumps.	Read Unit 44/Answer Unit 44 Questions
27	44.9-44.12		
28			
29	Test CH 44	Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
30		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
31		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
32		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

HEAT PUMPS

Air-source and geo-thermal heat pumps, procedures and principles used in servicing heat pumps, heat pump control circuits, defrost controls, auxiliary heat, and air flow as they relate to heat pumps.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	43.1-43.4	Study heat pump piping and refrigerant flow with heat pump trainer.	
2		Practice using schematics to determine component operation in heat pump circuits.	Read Unit 43/Answer Unit 43 Questions
3	43.5-43.12	Practice wiring heat pump circuit with ICM defrost control.	Read Unit 43/Answer Unit 43 Questions
4		Practice wiring heat pump circuit with Ranco E-15 defrost control.	Read Unit 43/Answer Unit 43 Questions
5		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 43/Answer Unit 43 Questions
6		Practice wiring heat pump circuit with Ranco E-15 defrost control.	Read Unit 43/Answer Unit 43 Questions
7		Practice wiring heat pump circuit with G.E./Carrier mechanical defrost timer.	Read Unit 43/Answer Unit 43 Questions
8		Practice troubleshooting reversing valve mechanically and electrically on assigned units.	Read Unit 43/Answer Unit 43 Questions
9	43.13-43.20	Practice charging heat pumps in heating mode with manufacturer's charging charts on assigned units.	Read Unit 43/Answer Unit 43 Questions
10		Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 43/Answer Unit 43 Questions
11	43.21-43.24	Practice checking, troubleshooting and repairing defrost circuit on heat pumps.	Read Unit 43/Answer Unit 43 Questions
12		Practice calculating the balance point on assigned heat pumps.	Read Unit 43/Answer Unit 43 Questions
13	43.25-43.28	Study piping on geo-thermal heat pump unit assigned.	Read Unit 43/Answer Unit 43 Questions
14		Study wiring using schematic of geo-thermal heat pump.	Read Unit 43/Answer Unit 43 Questions
15	43.29-43.35	Study wiring using schematic of geo-thermal heat pump.	Read Unit 43/Answer Unit 43 Questions

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Study heat pump piping and refrigerant flow with heat pump trainer.	Read Unit 43/Answer Unit 43 Questions
17	Test Unit 43	Practice using schematics to determine component operation in heat pump circuits.	Read Unit 44/Answer Unit 44 Questions
18		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
19			
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22	44.3-44.6	Practice wiring heat pump circuit with G.E./Carrier mechanical defrost timer.	Read Unit 44/Answer Unit 44 Questions
23			
24			
25	44.7-44.8	Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 44/Answer Unit 44 Questions
26		Practice checking, troubleshooting and repairing defrost circuit on heat pumps.	Read Unit 44/Answer Unit 44 Questions
27	44.9-44.12		
28			
29	Test CH 44	Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
30		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
31		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
32		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

HEAT PUMPS

Air-source and geo-thermal heat pumps, procedures and principles used in servicing heat pumps, heat pump control circuits, defrost controls, auxiliary heat, and air flow as they relate to heat pumps.

As a part of this course students will be required to plan their work in such a way as to conserve material. Students are expected to practice each skill learned with out prompting from the instructor especially concentrating on skills where weakness exists. Students must work both independently and with other students to design and install working systems. Students must learn to make all calculations necessary to successfully complete assignments. Students must learn to take and record readings with instruments and then analyze these readings to determine problems and to decide which adjustments and corrections to make to the systems. The successful student will learn all systems thoroughly, learn to use all tools and instruments effectively, and learn to complete work professionally. From time to time students will be required to read articles from technical journals and write a synopsis. Each day students will be asked to make operational checks and record the data on the proper forms to be turned in to the instructor. Each day students will be require to fill out a work order/ lab sheet describing and justifying the work performed on each piece of equipment Students must complete all assignments given to the satisfaction of the instructor. Students are expected to record all data honestly and accurately.

DAY	Text	LAB	Outside Reading/Writing Assignments
1	43.1-43.4	Study heat pump piping and refrigerant flow with heat pump trainer.	
2		Practice using schematics to determine component operation in heat pump circuits.	Read Unit 43/Answer Unit 43 Questions
3	43.5-43.12	Practice wiring heat pump circuit with ICM defrost control.	Read Unit 43/Answer Unit 43 Questions
4		Practice wiring heat pump circuit with Ranco E-15 defrost control.	Read Unit 43/Answer Unit 43 Questions
5		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 43/Answer Unit 43 Questions
6		Practice wiring heat pump circuit with Ranco E-15 defrost control.	Read Unit 43/Answer Unit 43 Questions
7		Practice wiring heat pump circuit with G.E./Carrier mechanical defrost timer.	Read Unit 43/Answer Unit 43 Questions
8		Practice troubleshooting reversing valve mechanically and electrically on assigned units.	Read Unit 43/Answer Unit 43 Questions
9	43.13-43.20	Practice charging heat pumps in heating mode with manufacturer's charging charts on assigned units.	Read Unit 43/Answer Unit 43 Questions
10		Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 43/Answer Unit 43 Questions
11	43.21-43.24	Practice checking, troubleshooting and repairing defrost circuit on heat pumps.	Read Unit 43/Answer Unit 43 Questions
12		Practice calculating the balance point on assigned heat pumps.	Read Unit 43/Answer Unit 43 Questions
13	43.25-43.28	Study piping on geo-thermal heat pump unit assigned.	Read Unit 43/Answer Unit 43 Questions
14		Study wiring using schematic of geo-thermal heat pump.	Read Unit 43/Answer Unit 43 Questions
15	43.29-43.35	Study wiring using schematic of geo-thermal heat pump.	Read Unit 43/Answer Unit 43 Questions

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Study heat pump piping and refrigerant flow with heat pump trainer.	Read Unit 43/Answer Unit 43 Questions
17	Test Unit 43	Practice using schematics to determine component operation in heat pump circuits.	Read Unit 44/Answer Unit 44 Questions
18		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
19			
20			
21			
22	44.3-44.6	Practice wiring heat pump circuit with G.E./Carrier mechanical defrost timer.	Read Unit 44/Answer Unit 44 Questions
23			
24			
25	44.7-44.8	Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 44/Answer Unit 44 Questions
26		Practice checking, troubleshooting and repairing defrost circuit on heat pumps.	Read Unit 44/Answer Unit 44 Questions
27	44.9-44.12		
28			
29	Test CH 44	Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
30		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
31		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
32		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions

Paris Junior College Syllabus
Year 2020-2021
Term Summer 2021
Section 205

Faculty Lisa Johnson
Office FGC A102
Phone 903-782-0752
email ljohnson@parisjc.edu

Course HIST 1302

Title HIST 1302 1877 to Present

Description

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration,

Textbooks

Text Information
Hewitt & Lawson, Exploring American Histories: A Survey with Sources, Second Edition, Plus LaunchPad with LearningCurve included PJC Custom Package or any Second Edition Combined version of this text with or without LaunchPad digital access code.

Student Learning Outcomes (SLO)

Foundational Component Area: American History
Courses in this category focus on how ideas, values, beliefs and other aspects of culture reflect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in

Schedule

SEE SCHEDULE BELOW AND COURSE CALENDAR FOR SPECIFIC ASSIGNMENTS AND DEADLINES. ALL COURSE TIMES CENTRAL U.S.

Any student who is not completing work in the course by the Official Reporting Day will be dropped.

Unit 1: Connecting Past to Present

Chapters 15-18

Unit 1 Exam

Unit 2: World Wars 1 and Two and A New Deal for America

Chapters 19-22

Unit 2 Exam

Unit 3: World War II and The Cold War

Chapters 23-25

Unit 3 Exam

Unit 4: Post-Cold War America, Chapters 26-29

Evaluation methods

Grading Plan

Grading Criteria 500 point system

Assignments Point Values A + 450 and above points

Unit 1 Exam 100 points B = 400 to 449 points

Unit 2 Exam 100 points C = 350 to 399 points

Unit 3 Exam 100 points D = 300 to 349 points

Final Unit 4 Exam 100 points E = 299 and below points

Peer to Peer Discussion Posts/ Activities 20 points □

Chapter Tests 100 + points

500 + points □

Paris Junior College Syllabus
Year 2021
Term Flex A SPRING
Section 205

Faculty Jennifer Washington
Office 1048 WTC
Phone 903-782-0731
email jwashington@parisjc.edu

Course HITT1301

Title Healthcare Delivery Systems

Description

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.
Prerequisite: Completion of support courses listed on the Medical Records Coding degree plan with a grade of "C" or better.

SCH= 3.3.0

Textbooks

Health Information Management Student Membership Bundle with Adaptive Learning
1. ISBN: 9781584268079

Student Learning Outcomes (SLO)

Upon completion of the course the student will be able to: Compute routine institutional statistics; analyze and interpret health care data; identify medical office systems and administrative procedures.

Schedule

Week Beginning:

07/12- Chapter 1
07/19 – Chapter 3
07/26- Chapter 4
08/02- Chapter 5
08/09- Chapter 6 and 7
08/16- Final Exam due 8/17 no exceptions

Evaluation methods

Students should read the chapter in their book and then complete the adaptive learning assignments/reading for information retention. Adaptive Learning participation will be graded. Grades will be weighted as follows
Rhapsode participation will account for 30% of your grade
Weekly chapter tests will about for 60% of your grade
The final exam will account for 10% of your grade

Paris Junior College Syllabus
Year 2020/2021
Term Summer
Section 290

Faculty Kristi Shultz
Office WTC 1209
Phone 903.782.0439
email kshultz@parisjc.edu

Course HITT1305

Title Medical Terminology

Description

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Textbooks

Mastering Healthcare Terminology 6th Edition Betsy J. Shiland

Student Learning Outcomes (SLO)

At the completion of the course, the student will demonstrate knowledge of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of dosages.

Schedule

06/01 Introduction to Healthcare Terminology & Body Structure and Directional Terminology (Ch. 1-2)
06/01 Musculoskeletal System
06/07 Integumentary System
06/07 Project 1
06/14 Gastrointestinal System
06/21 Urinary System and Male Reproductive System (Ch. 6-7)
06/28 Female Reproductive System
06/28 Project 2 (will be due 07/05 by midnight-no extensions no exceptions)(mid-term)
07/05 Blood, Lymphatic, and Immune Systems
07/12 Cardiovascular System
07/19 Respiratory System and Nervous System (Ch. 11-12)
07/26 Mental and Behavioral Health
07/26 Project 3
08/02 Special Senses: Eye and Ear
08/09 Endocrine System and Oncology (Ch.14-16)
08/16 Final exam 8/16

Evaluation methods

Credits 3 sch. TSI: None Prerequisite(s): None 1. Utilize the textbook to study/reference medical terms, word parts, symbols and appropriate application.
2. Complete all activities, quizzes, and exams. Course activities, quizzes, and classroom participation are at the discretion of the instructor. Participation may be calculated based on attendance and/or discussion board submissions.
Your course grade is based-upon the following:
Projects/Participation: 15%, Quizzes: 15%, Exams:45%, Final Exam: 25%
Grading scale: A 90% – 100%, B 80% – 89%, C 70% – 79%, D 60% – 69%, F Below 60%
A grade of “C” or higher is required for successful completion of this course.
Circumstances that prevent timely submission-of-assignments should be communicated to your instructor as soon as possible. Deadline extension is at the discretion of the instructor and, if accepted, will have a 10 point per day penalty. Once the deadline, extended or otherwise, has

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 200

Faculty Kristi Shultz
Office WTC 1209
Phone 903.782.0439
email kshultz@parisjc.edu

Course HPRS 2300

Title Pharmacology for Health Professions

Description A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of dosages.

Textbooks Pharmacology Clear & Simple, Cynthia J. Watkins, F.A. Davis, 2nd Edition, 2013 ISBN: 978-0-8036-2588-4

Student Learning Outcomes (SLO) At the completion of the course, the student will demonstrate knowledge of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of dosages.

Schedule
Week 1- Orientation, Chapter 1-7
Week 2- Exam #1 over Chapters 1-7. New chapters are 8-15
Week 3-Exam #2 over chapters 8-15. New Chapters are 16 and 17
Week 4-Chapters 18, 19, 20 and 21 and pharmacology project due
Week 5-Exam #3 over chapters 10 and 16-21
Week 6- optional extra credit final

Evaluation methods Credits 3 sch. TSI: None Prerequisite(s): None
The final grade in this course will consist of the following: Weekly assignments (14) are worth 15% of the grade and End of Chapter Activities (18) are worth 17% of the grade. There are also 3 exams worth 51% (17% each) of the grade. A Pharmacology Project worth 17% of the grade is also required. An opportunity to take an extra credit final exam is given; the score is multiplied by 0.05, which can add a maximum of 5% extra points to your final course grade. The extra credit final is the only opportunity for extra credit within the course. The following is the criteria for letter grades in this course: 90-100 points = A, 80-89 = B, 70-79 = C, 60-69 = D, Below 60=F.

Paris Junior College
HPRS 2301.200 Pathophysiology
Summer I, 2021-June 1 to July 7
Syllabus

Course Name & Section: HPRS 2301-200 Summer I	Term: Summer I
Credit Hours: SCH=3:3:0	Prerequisites: None
Meeting Days & Times: June 1 to July 7-online	Building & Room: Online
Instructor Name: Kandice Pryor, MSN, RN	Instructor Contact Information: Kpryor@parisjc.edu 903-782-0734 or 903-782-5281

Mission

Paris Junior College is a comprehensive community college serving the regions educational and training needs while strengthening the economic, social and cultural life of our diverse community.

Course Description

This course is designed to introduce students to the concepts and vocabulary necessary to learn about human disease.

Strategic Goals

1. Maintain a level of high-quality instruction.
2. Increase workforce training in program offerings and in number of students.
3. Increase the tax base to secure the institution's future.
4. Continue to focus on and strengthen student retention and success agenda.
5. Obtain and make available current technology for administrative and student use.

Course Outcomes

Upon completion of this course, students will be equipped to:

- Understand concepts and vocabulary used to discuss human disease.
 - Distinguish environmental factors, physical, psychosocial, and cognitive characteristics of various diseases and conditions. **C5, C6, F1, F9, F11***
 - Identify implications of therapeutic interventions for common diseases and conditions. **C5, C6, F1, F9, F11***
- Succeed in higher level studies of disease such as medical technology, nursing, or medical school.

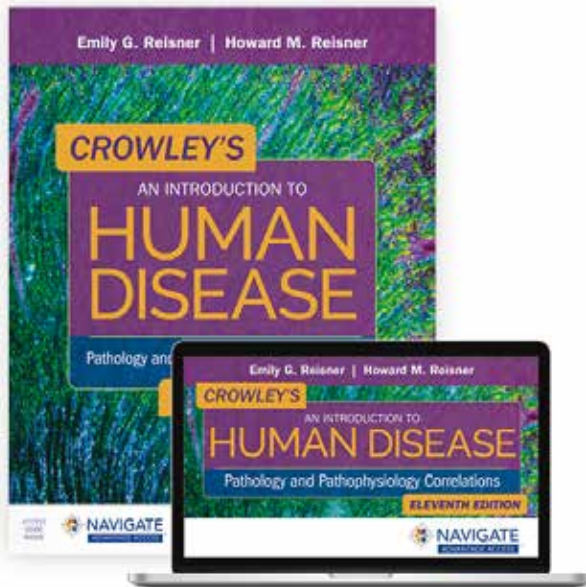
*All outcomes require SCANS competencies F1-F7. (See last page for competencies).

Required Textbooks and Resources

Crowley's An Introduction to Human Disease Pathology and Pathophysiology Correlations, Eleventh Edition

Emily G and Howard M Reisner

Burlington, MA: Jones & Bartlett, 2019.



Supplemental Textbooks and Resources:

Navigate 2 Advantage Access for Crowley's An Introduction to Human Disease, Eleventh Edition

Author(s): [Emily Reisner, PhD](#), Duke University
[Howard Reisner, PhD](#), University of North Carolina - Chapel Hill

Details:

- ISBN: 9781284183856
- [Navigate 2 Advantage Digital](#) © 2022
Access Code Subscription Length: 365 Days

Course Structure and Organization

1. Complete all course work with a final averaged grade of 70% or higher.
2. Student workbook, chapter quizzes and other material to enhance learning are in [Navigate 2 Advantage Digital](#)
3. PowerPoint Presentations
4. Assignments, tests, and final exam provide the grade for the course.

Technology Requirements

- Software: Microsoft Office -Word
- Browser: Google Chrome, Safari (Mac)
- Laptop or PC no Chrome Notebooks

Grading System and Evaluations

To pass HPRS 2301, the student must achieve a final average grade of 70 or higher. The final grade will consist of:

- 4 Assignments (averaged) 40%
- 4 Tests 50%
- Comprehensive Final 10%

Grading Scale:

To pass HPRS 2301, the student must achieve a final average grade of 70 or higher. The final grade average will consist of:

Evaluations:

	Total Points	Total Percent
Assignments	400	40%
Assignment #1-Open June 1-Closed June 5	100	10%
Assignment #2-Open June 6-Closed June 10	100	10%
Assignment #3-Open June 11- Closed June 16	100	10%
Assignment #4-Open June 17- Closed June 23	100	10%
Tests	200	50%
Test #1-	50	12.5%
Test #2	50	12.5%
Test #3	50	12.5%
Test #4	50	12.5%
Final Examination	100	10%
Final examination	100	10%
Total Evaluations	Points 700	100%

Academic Integrity

Students are expected to engage in an honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college. These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence.

ADA Statement

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities. This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Pars Junior College Catalog or Student Handbook.

Attendance Policy

Class attendance is critical for the successful completion of the course. For online courses, students must complete work in a timely manner and follow due dates.

Class Withdrawal

A student may withdraw from a course after the official reporting day (ORD) and up until the withdrawal deadline. **Withdrawals must be initiated by the student** and it is the student's responsibility to initiate his/her drop from a course through MyPJC. This will result in the student receiving a grade of "W". The last day for a student to withdraw from a course with a grade of "W" is Wednesday, June 30.

Assignments.

Assignments will be posted by the instructor on Blackboard. All assignments are to be completed in Word (no PDF documents) and submitted through the course submission (Do not send by email as that would bypass the gradebook.) For technical assistance, call the Help Desk at 903-782-0496 or email helpdesk@parisjc.edu.

The due dates for each assignment are posted in the schedule located in this document and in the announcements. Assignments will become active at 6:00 a.m. on the first scheduled day and inactive at 11:59 p.m. on the last scheduled day. **Failure to complete assignments** by specified due dates will result in a zero for the grade.

Study Guides-Navigate 2 Advantage

Use the Workbook located in *Navigate 2 Advantage Digital* for a better understanding of each chapter. The answers to the workbook questions are in Blackboard. The PowerPoint presentations are extremely helpful in explaining concepts and terms and in studying for exams. You will be given an access code by your instructor once you purchase your book and create an account with Jones and Bartlett at www.jblearning.com. The access code will be in the announcements.

Tests

The due date for each test is posted in Blackboard, the announcements, and in the color-coded section of this syllabus. **Tests must be submitted by their respective due dates to avoid receiving a zero.** There are 4 open-book tests consisting of 50 multiple choice, true or false, or fill-in-the blank questions with a 90-minute time limit. Tests are on the honor system with no books other than the required textbook. There will be no test reviews since you will be given an opportunity to retake any one of the 4 tests to improve your grade.

The comprehensive-closed-book final exam will also be on the honor system and will consist of 100 multiple choice, true or false, or fill in the blank questions with a time limit of 100 minutes. No books or electronic devices should be in the immediate testing area other than the computer you are using to take the test. The due date for the final exam is posted in the announcements and in the color-coded section of this syllabus.

Course Outline/Assignment and Test Due Dates-

Week	Chapter Headings	Assignments and Evaluations	Dates
1	<p>Chapter 1 General Concepts of Disease: Principles of Diagnosis</p> <p>Chapter 2 Cells and Tissues: Their Structure and Function in Health and Disease</p> <p>Chapter 3 Genes, DNA, Chromosomes, and Cell Division</p> <p>Chapter 4 Congenital and Hereditary Diseases</p> <p>Chapter 5 Inflammation and Repair</p> <p>Chapter 6 Immunity, Hypersensitivity, Allergy, and Autoimmune Diseases</p> <p>Chapter 7 Neoplastic Disease</p> <p>Chapter 8 Pathogenic Microorganisms</p>	<p>Assignment 1 Chapters 1-8</p> <p><u>BONUS QUIZ</u></p> <p><u>TEST 1</u> Chapters 1-8 50 Questions Open Book 90 minutes</p>	<p>Open: June 1 Closed: June 5</p> <p>DUE: JUNE 7</p> <p>Open: June 3 Closed: June 8</p>
2	<p>Chapter 9 Parasitic Disease</p> <p>Chapter 10 Communicable Disease Control and Sexually Transmitted Disease</p> <p>Chapter 11 The Cardiovascular System</p> <p>Chapter 12 Diseases of Blood Circulation</p> <p>Chapter 13 The Hematopoietic and Lymphatic Systems</p> <p>Chapter 14 Abnormalities of Blood Coagulation</p>	<p>Assignment 2 Chapters 9-14</p> <p><u>TEST 2</u> Chapters 9-14 50 Questions Open Book 90 minutes</p>	<p>Open: June 6 Closed: June 10</p> <p>Open: June 10 Closed: June 16</p>
3	<p>Chapter 15 The Respiratory System</p> <p>Chapter 16 The Breast</p> <p>Chapter 17 The Female Reproductive System</p> <p>Chapter 18 Prenatal Development and Conditions Associated with Pregnancy</p> <p>Chapter 19 The Urinary System and Fluid Homeostasis</p> <p>Chapter 20 The Male Reproductive System</p>	<p>Assignment 3 Chapters 15-20</p> <p><u>TEST 3</u> Chapters 15-20 50 Questions Open Book 90 minutes</p>	<p>Open: June 10 Closed: June 15</p> <p>Open: June 16 Closed: June 21</p>
4	<p>Chapter 21 The Liver and the Biliary System</p> <p>Chapter 22 The Pancreas and Diabetes Mellitus</p> <p>Chapter 23 The Gastrointestinal Tract</p> <p>Chapter 24 The Endocrine Glands</p> <p>Chapter 25 The Nervous System</p> <p>Chapter 26 The Musculoskeletal System</p> <p>LAST DAY TO DROP WITH A "W"-JULY 1</p>	<p>Assignment 4 Chapters 21-26</p> <p><u>TEST 4</u> Chapters 21-16 50 Questions Open Book 90 minutes</p>	<p>Open: June 16 Closed: June 24</p> <p>Open: June 24, Closed: June 29</p>

		<u>TEST RETAKE</u> 50 Questions Open Book 90 minutes	Open: June 29 Closed: July 3
		<u>FINAL EXAM</u> Closed Book Comprehensive Chapters 1-26 100 Questions 100 Minutes	Open: July 5 Closed: July 6

SCANS Course Competencies

The Secretary's (of the U.S. Department of Labor) Commission on Achieving Necessary Skills has identified several Competencies and Skills that are necessary for today's workforce. The following competencies and skills are included in this course:

	Resources: Identifies, organizes, plans, and allocates resources
C1	Allocates Time – Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules
C2	Allocates Money – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
C3	Material and Facilities – Acquires, stores, allocates, and uses materials or space efficiently
C4	Human Resources – Assesses skills and distributes work accordingly, evaluates performance and provides feedback
	Information: Acquires and uses information
C5	Acquires and Evaluates Information
C6	Organizes and Maintains Information
C7	Interprets and Communicates Information
C8	Uses Computers to Process Information
	Interpersonal: Works with others
C9	Participates as Members of a Team – Contributes to group effort
C10	Teaches Others New Skills
C11	Serves Clients/Customers – Works to satisfy customer's expectations
C12	Exercises Leadership – Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
C13	Negotiates – Works toward agreements involving exchange of resources, resolves divergent interests
C14	Works with Diversity – Works well with men and women from diverse backgrounds
	Systems: Understands complex relationships
C15	Understands Systems – Knows how social, organizational, and technological systems work and operates effectively with them
C16	Monitors and Corrects Performance – Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions
C17	Improves or Designs systems – Suggest modifications to existing systems and develops new or alternative systems to improve performance
	Technology: Works with a variety of technologies
C18	Selects Technology – Chooses procedures, tools or equipment including computers and related technologies
C19	Applies Technology to Task – Understands overall intent and proper procedures for setup and operation of equipment
C20	Maintains and Troubleshoots Equipment – Prevents, identifies, or solves problems with equipment, including computers and other technologies
	Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks
F1	Reading – Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
F2	Writing – Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
F3	Arithmetic – Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F4	Mathematics – Approaches practical problems by choosing appropriately from a variety of mathematical techniques
F5	Listening – Receives, attends to, interprets, and responds to verbal messages and other cues
F6	Speaking – Organizes ideas and communicates orally
	Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
F7	Creative Thinking – Generates new ideas
F8	Decision Making – Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
F9	Problem Solving – Recognizes problems and devises and implements plan of action
F10	Seeing Things in the Mind's Eye – Organizes and processes symbols, pictures, graphs, objects, and other information
F11	Knowing How to Learn – Uses efficient learning techniques to acquire and apply new knowledge and skills
F12	Reasoning – Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem
	Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty
F13	Responsibility – Exerts a high level of effort and preserves towards goal attainment
F14	Self-Esteem – Believes in own self-worth and maintains a positive view of self
F15	Sociability – Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
F16	Self-Management – Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
F17	Integrity/Honesty – Chooses ethical courses of action

Paris Junior College Syllabus

Year 2021

Term Summer

Section 190

Faculty

Office

Phone

email

Arby Magill

AS 107A

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Course HRGY 1313

Title Fundamentals of Gemology I

Description

Development of skills in gemstone identification. Emphasis on colored stones including synthetics, enhancement and treatments, and the proper care of laboratory instruments.

Textbooks

The Dealer's Book of Gems and Diamonds by M. Sevdrmish & A. Mashiah; Gemstones of the World by Walter Schumann; Handbook of Gemmology by Geoffrey Dominy; Phenomenal Gems by Fred & Charlotte Ward; The Gem Merchant by David Stanley Epstein

Student Learning Outcomes (SLO)

1. Demonstrate knowledge of gem formation, recovery, species and variety of gems, lore and superstition. 2. Demonstrate skills in the use and proper care of laboratory instruments including loupe, microscope, polariscope, spectroscope, refractometer, calcite dichroscope, scales, and measuring devices. 3. Demonstrate skills in gem identification of colored gemstones, synthetics, enhanced, and treated gemstones.

Schedule

Week 1 – Classroom orientation; Gemology vocabulary; durability of gemstones; behavior of light with gemstones; Specific gravity testing methods; introduction to the gemological binocular microscope, polariscope, refractometer, and calcite dichroscope; gemological lab protocol.
Week 2 – Development of skills and application of lab protocol with the gem equipment. Introduction to the observation of internal characteristics of gemstones. Introduction of methods of gemstone enhancements. Gem formation. Crystallography
Week 3 – Introduction to the synthetic gemstone production methods and observation protocols. Practical application of laboratory protocol and classification of Corundum, Chrysoberyl, Beryl, Tourmaline, and Turquoise.

Evaluation methods

Instructor demonstrations, videos, and reading assignments the student will demonstrate proficiency in use of the industry wide gemological protocol in gem and mineral classification with an emphasis on forensic observation skills. The student will competently use the gemological binocular microscope, polariscope, refractometer, and other gemological tools to successfully identify colored gemstones during the lab portion of the class. Written tests are used to confirm familiarity of the subjects taught during class time and are integral to the success of the student objective for this class.

Paris Junior College Syllabus

Year 2021
Term Summer
Section 190

Faculty Arby Magill
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Course HRGY 1314

Title Fundamentals of Gemology II

Description Continued development of skills in gemstone identification. Emphasis on colored stones including synthetics, gemstone enhancements/treatments and the proper care of laboratory instruments.

Textbooks The Dealer's Book of Gems and Diamonds by M. Sevdurmish & A. Mashiah; Gemstones of the World by Walter Schumann; Handbook of Gemmology by Geoffrey Dominy; Phenomenal Gems by Fred and Charlotte Ward; The Gem Merchant by David Stanley Epstein

Student Learning Outcomes (SLO) 1. Demonstrate knowledge of gem formation, recovery, species and variety of gems, lore and superstition. 2. Demonstrate skills in the use and proper care of laboratory instruments including loupe, microscope, polariscope, spectroscope, refractometer, calcite dichroscope, scales, and measuring devices. 3. Demonstrate skills in gem identification of colored gemstones, synthetics, enhanced, and treated gemstones.

Schedule Week 1 – detailed overview of the industry recognized enhancement procedures that are associated with gemstones. Comprehensive study of the following mineralogical classification for Peridot, Garnets, Lapis Lazuli, and Jades formed as nephrite and jadeite.
Week 2 – Comprehensive study of the following mineralogical classes of Spinel, Feldspars, Spodumene, and Quartz/Crystalline- Quartz/Chalcedonies.
Week 3 – Comprehensive study of the following mineralogical classes of Diopside, Opal, Zoisite/Tanzanite, and Iolite.
Week 4 – Comprehensive study of the following mineralogical classes of Zircon, Andalusite, and Apatite.

Evaluation methods Instructor demonstrations, slide presentations, videos, and reading assignments the student will demonstrate proficiency in use of the industry wide gemological protocol in gem and mineral classification with an emphasis on forensic observation skills. The student will competently use the gemological binocular microscope, polariscope, refractometer, and other gemological tools to successfully identify colored gemstones during the lab portion of the class. Written tests are used to confirm familiarity of the subjects taught during class time and are integral to the success of the student objective for this class.

Paris Junior College Syllabus

Year 2020–2021
Term Summer
Section 185

Faculty
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Stanley McMahan
AS 132
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Course HRGY 1319 185 203L

Title Basic Horology I

Description

Introduction to disassembly, cleaning, and reassembly of the basic watch using time proven methods. Emphasis on nomenclature.

Prerequisite: None. Fee charged.

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadow/Vigor

Student Learning Outcomes (SLO)

Disassemble and reassemble a standard watch within a specified time frame ensuring that it operates correctly; order basic watch parts using available catalogues and bulletins; clean and overhaul a basic mechanical watch within a specified time frame ensuring that it operates correctly; fit crowns, crystals, and gaskets to specified cases; and hairspring manipulation to specified standards.

Schedule

Week 1
Orientation, Introduction to hand tools, measuring

Weeks 1 – 2
Devices, nomenclature, material systems

Weeks 2 – 4
Crowns, crystals, gaskets, introduction to cleaning

Weeks 4
Hairspring theory

Evaluation methods

Introduction to hand tools, organization, cooperation, paperwork, measuring tools. Nomenclature, accuracy, depth of hand–eye coordination, part identification, avoiding broken or lost parts, clean work, tools, bench layout, material identification, accurate watch identification, part number identification, clarity of paperwork, crowns, crystals, gaskets, case type and fit of crowns, proper type and fit of gasket, proper type and fit of case tubes, proper appearance with case

Introduction to cleaning lecture/written test questions, hairspring theory lecture/written test questions

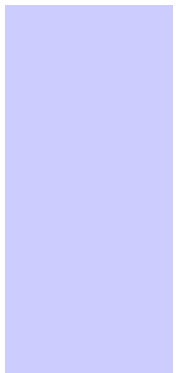
- Composite grade on all projects = 80%
- Work ethics = 10%
- Composite grade on written final exam = 10%



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Paris Junior College Syllabus

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Section 185

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Course HRGY 1320 185 203L

Title Basic Horology II

Description

Continuation of Basic Horology I with emphasis on identification and function of parts common to all mechanical watches.
Prerequisite: HRGY 1319

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO)

Student will name the parts and explain the functions of the power unit, winding mechanism, train wheels, escape train, and setting mechanism of a standard watch; identify symbols and all movement styles within the watch repairer's manual; identify type, style, and size of watch cases; and explain the techniques used in case part replacement.

Schedule

Weeks 1–3
Basic cleaning and overhauling
Week 4
Introduction to hairspring truing

Evaluation methods

Basic cleaning and overhauling, proper care and use of watch cleaning machines as per instruction. Layout of work area, techniques for watch cleaning to industry standards with no dirt, residue, rust, foreign matter left on watch. Proper care of watch projects without loss or damage to components. General overview of project when turned in. Introduction to hairspring truing – project hairsprings are first distorted by the instructor and then be formed back to original shape on frosted glass using tweezers. Grading is based on trueness in the round and hairsprings corrected by the student. This will determine pass or fail of the project. The spring is either good or bad. Attention to detail in the degree of accuracy, cleanliness and the absence of scratches and other damage also applies. There will be an introduction to forming overcoil hairsprings. Appearance is also important as is the neatness of work area and tools.

Written test questions

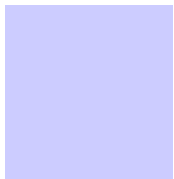
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



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Year 2020–2021
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Course HRGY 1321 185 203L

Title Basic Horology III

Description

Continuation of Basic Horology II with emphasis on balance staff fitting and poising balance wheels.

Prerequisite: HRGY 1320

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadow/Vigor

Student Learning Outcomes (SLO)

Student will name the parts and explain the functions of the power unit, winding mechanism, train wheels, escape train, and setting mechanism of a standard watch; identify symbols and all movement styles within the watch repair; identify type, style, and size of watch cases; explain the techniques used in case part replacement.

Schedule

Week 1

Hairspring truing stage #2, train wheel truing

Week 2

Balance staff fitting, staff removal, balance truing, basic graver sharpening

Week 3

Poising, fit hairsprings, balance theory

Week 4

Staff 11 ligne men's watch, use of jewelers tool and Platax tool

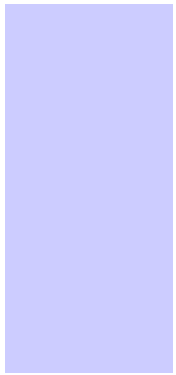
Evaluation methods

Hairspring Truing Stage #2. Grading is based on trueness in the round and in the flat of the finished wheel. True wheels to industry standards. Attention to detail in the degree of accuracy. Staff Removal of Nine (9) wheels on project. Proper alignment of the installation, accuracy, cleanliness, tool selection, tool use and organization are key. Scratches, loss of parts and other damage on projects will affect the grade. Balance theory lecture/testable. Staff 11 ligne men's watch, replace the balance staff, clean, overhaul, and electronically time an 11 ½ ligne mechanical wrist watch. Accuracy in part ordering, installation of the staff cleanliness, tool selection, tool use and organization are key. Scratches, loss of parts and other damage will affect the grade. The overall appearance on projects and the daily positional errors of the finished watch are also key grading factors.

- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



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Course HRGY 1322 185 203L

Title Basic Horology IV

Description

Continuation of Basic Horology III. Emphasis on replacement and repair of damaged parts in mechanical watches.
Prerequisite: HRGY 1321

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO)

Student will true a train wheel; pin a hairspring to the collet and stud to achieve basic performance standards; and identify correct specifications of a true wheel.

Schedule

Weeks 1 – 2
Staff 10 ligne men's watch
Weeks 2 – 3
Staff 6 3/4 ligne ladie's watch
Weeks 3 – 4
Hairspring pinning

Evaluation methods

Clean, overhaul, electronically time a 10 ligne mechanical wrist watch. Accurate part ordering, installation of staff, cleanliness, tool selection and use and organization are key. Overall appearance on projects and the daily rate of the watch are also key factors. Staff 6 3/4 ligne watch. Replace the balance staff, clean, overhaul, electronically time mechanical wrist watch. Part ordering, installation of the staff, cleanliness, tool selection use and rate of the final are key factors. Hairspring colletting and studing. Proper pinning of these components to assure a secure and accurate. Selection of component collet and stud, centering of the collet, leveling the spring at the collet, finishing, leveling are key factors. Removal of these components will then be performed. Accuracy, cleanliness, tool selection, use organization and the overall appearance on projects are key points. Scratches, loss of parts and other damage will affect grade.

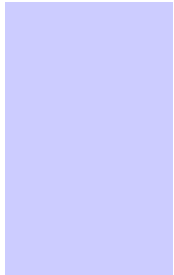
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



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Paris Junior College Syllabus
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Section 190

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Course HRGY 1350

Title Intermediate Gemology

Description Continued development of skills in gemstone identification. Emphasis on colored stones including synthetics, gemstone enhancements/treatments and the proper care of laboratory instruments.

Textbooks The Dealer's Book of Gems by M. Sevdemish and A. Mashiah; Gemstones of the World by Walter Schumann; Handbook of Gemmology by Geoffrey Dominy; Phenominal Gems by Fred and Charlotte Ward; The Gem Merchant by David Stanley Epstein

Student Learning Outcomes (SLO) 1. Demonstrate knowledge of gem formation, recovery, species and variety of gems, lore and superstition. 2. Demonstrate skills in the use and proper care of laboratory instruments including loupe, microscope, polariscope, spectroscope, refractometer, calcite dichroscope, scales, and measuring devises. 3. Demonstrate skills in gem identification of colored gemstones, synthetics, enhanced, and treated gemstones.

Schedule Week 1 – Comprehensive study of the following mineralogical classes of Coral, Ivory, and Pearls/Natural and Cultured.
Week 2 – Comprehensive study of the following mineralogical classes of Jet, Azurite, Benitoite, and Hematite.
Week 3 – Comprehensive study of the following mineralogical classes of Idocrase, Malachite, Rhodochrosite, and Calcite.
Week 4 – Comprehensive study of the following mineralogical classes for Obsidian/Glasses, Serpentine, and Sodalite.

Evaluation methods Instructor demonstrations, videos, and reading assignments the student will demonstrate proficiency in use of the industry wide gemological protocol in gem and mineral classification with an emphasis on forensic observation skills. The student will competently use the gemological binocular microscope, polariscope, refractometer, and other gemological tools to successfully identify colored gemstones during the lab portion of the class. Weekly written tests are used to confirm familiarity of the subjects taught during class time and are intregal to the success of the student objective for this class.

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Section 185

Faculty Shannon Calloway
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Course HRGY 1371.185 203L

Title Introduction to Computer Aided Design

Description

Study of the programs operations, characteristics, modeling, and machining techniques of computer aided design. Computer aided manufacturing are explored in this course. Applications and visualization, rendering, animation, 2D design, 3D design and solid modeling as it relates to jewelry design.
Credits:3= 1 lecture and 8 laboratory hours per week

Textbooks

Matrix VI Software for Jewelry Artisans

Student Learning Outcomes (SLO)

Demonstrate knowledge of the interface of the Matrix 9 screen and Rhino 6 screen. Know how to create, split, trim, duplicate, rotate, mirror, copy and join lines. Knowledge of 3D Printing strategies.

Schedule

1st Quarter

Creating beginning projects for jewelry articles.
3D Printing

Evaluation methods

Final Course Grades:
DESIGN ASSIGNMENTS 65%
QUARTLY TEST 10%
STUDENT PORTFOLIO 15%
FINAL TEST 10%

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Section 185

Faculty Shannon Calloway
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Course HRGY 1372.185 203L

Title TECHNICAL ILLUSTRATION for JEWELRY DESIGN

Description

Continuation of HRGY 1371, topics include pictorial drawing, shading and rendering of jewelry articles
Credits: 3= 1 lecture and 8 laboratory hours per week
TSI Requirement: xxx M, xxx R, xxx W.
Prerequisite(s): HRGY 1371

Textbooks

Matrix 9 Software for Jewelry Artisans

Student Learning Outcomes (SLO)

Demonstrate knowledge of producing simple jewelry articles. Knowledge of Surfaces, Polysurfaces and Meshes. Knowledge of 3D Printing strategies

Schedule

2nd Quarter
An intermediate introduction of Matrix 9 and Rhino 6
3D Printing and casting models

Evaluation methods

Final Course Grades:
DESIGN ASSIGNMENTS 65%
QUARTLY TEST 10%
STUDENT PORTFOLIO 15%
FINAL TEST 10%

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Course HRGY 1373.100 203L

Title BASIC COMPUTER AIDED DRAFTING for JEWELRY DESIGN

Description

Continuation of HRGY 1372 with focus on more advanced modeling, identifying and solving of problems in 3 – D jewelry design applications.
Credits: 3= 1 lecture and 8 laboratory hours per week
TSI Requirement: xxx M, xxx R, xxx W.
Prerequisite(s): HRGY 1372

Textbooks

Matrix 9 and Rhino 6 Software for Jewelry Artisans

Student Learning Outcomes (SLO)

Demonstrate skill of producing and changing jewelry articles into a more complex model.
Demonstrate knowledge of 3D Printing strategies

Schedule

3rd Quarter

Creating intermediate projects for jewelry articles.
Advanced 3D Printing

Evaluation methods

Final Course Grades:
DESIGN ASSIGNMENTS 65%
QUARTLY TEST 10%
STUDENT PORTFOLIO 15%
FINAL TEST 10%

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Faculty Shannon Calloway
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Course HRGY 1374.185 203L

Title SOLID MODELING DESIGN for JEWELRY

Description

Continuation of HRGY 1373 conversion of 3 – D models for computer aided printing processes.
Credits: 3= 1 lecture and 8 laboratory hours per week
TSI Requirement: xxx M, xxx R, xxx W.
Prerequisite(s): HRGY 1373

Textbooks

Matrix 9 and Rhino 6 Software for Jewelry Artisans

Student Learning Outcomes (SLO)

Demonstrate skill of modeling Advanced Surfaces. Knowledge of Advanced3D printing strategies.

Schedule

4th Quarter

Design intermediate and advanced projects for articles of jewelry.
3D Printing

Evaluation methods

Final Course Grades:
DESIGN ASSIGNMENTS 65%
QUARTLY TEST 10%
STUDENT PORTFOLIO 15%
FINAL TEST 10%

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Course HRGY 2301 185 203L

Title Intermediate Horology I

Description

Introduction to the theory, function and repair of watch escapements. Emphasis on roller jewel, pallet stones, g
pallet arbors and adjustments of the detached lever escapement in watches.

Prerequisite: HRGY 1322

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO)

Student will describe the theory and functions of basic escapements.

Schedule

Weeks 1 – 2
Roller jewels
Weeks 2 – 3
Pallet jewels and guard fingers, pallet arbors
Weeks 3 – 4
Escapements

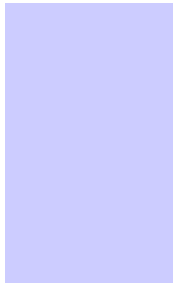
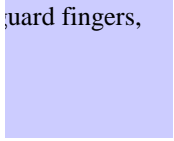
Evaluation methods

Roller jewel selection, removal, installation and alignment. Pallet jewel selection, removal, installation and alignment. Guard finger selection, removal, installation and adjustment. Guard fingers will be removed and installed. Timekeeping of finished watches will be considered the ultimate test of a satisfactory installation. Neatness of the work area and organization of the project will affect the grade, as will scratches, damage, broken and lost parts. Having performed sequential escapement components, the student will perform matched escapement set-ups using a large scale model of the lever escapement. After satisfactory sequential adjustment of the escapement model, the student will perform repairs/adjustments on three (3) watches: One 11 1/2 ligne; one 10 ligne; one 6 3/4 ligne. Timekeeping of the finished watches will be considered the ultimate test of a satisfactory repair.

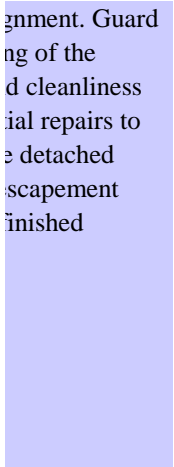
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



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Course HRGY 2302 185 203L

Title Intermediate Horology II

Description

Continuation of Intermediate Horology I. Emphasis on hairsprings in the watch including overcoils and friction
Prerequisite: HRGY 2301

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO)

Describe the theory and functions of friction jewel, hairspring adjustments, and forming overcoil hairspring
Swiss keys and regulating procedures of the basic watch; replace the roller jewel, pallet guard finger, and pallet
standard watches within a specified time frame ensuring that they operate correctly; replace and adjust pallet
standard watches within a specific time frame ensuring they operate correctly; and perform escapement adjust
standard watches ensuring they operate correctly. Replace and adjust friction jewels common to the standard w
that it operates correctly; perform advanced hairspring manipulation in operating watches and correct overhaul
procedures to standard watches; form overcoil hairsprings; and replace Swiss style regulator keys.

Schedule

Week 1
Hairspring adjustments
Week 2
Regulator pin adjustment, hairsprings in the watch
Weeks 3–4
Swiss key replacement, friction jewel

Evaluation methods

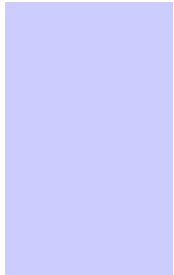
The student will correct instructor introduced hairspring errors centering and leveling the hairspring to the bal
formation of the hairspring concentric curve, adjustment at the regulator pin and Swiss key, and corrective ben
pin adjustments and troubleshooting problems of regulator pins. Swiss key function and replacement friction je
Neatness of the work area and cleanliness of the project will affect the grade as will scratches, damage, broken
a. Composite grade on all projects = 80%
b. Work ethics = 10%
c. Composite grade on written final exam = 10%



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Section 185

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Course HRGY 2303 185 203L

Title Intermediate Horology III

Description Continuation of Intermediate Horology II. Emphasis on overcoil procedures on the standard watch and the sixt check system.

Prerequisite: HRGY 2302

Textbooks The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO) Student will explain and perform overhaul procedures on the standard watch and the sixteen–point check syste

Schedule Weeks 1 – 4
Sixteen point check system

Evaluation methods Sixteen point check system: Given various wristwatches of different sizes and manufactures, the student will p necessary sequential steps to complete overhauls as if they were being prepared for an actual paying customer. detail in the completion of the watch movement, its timekeeping, cleanliness, proper oiling, lubricating, hairspr care of the crystal, case, dial and hands are to be considered. The steps are to be listed from memory on the wr exam.
a. Composite grade on all projects = 80%
b. Work ethics = 10%
c. Composite grade on written final exam = 10%



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Course HRGY 2304 185 203L

Title Intermediate Horology IV

Description

Continuation of Intermediate Horology III. Emphasis on vibrating a hairspring to a watch, adjusting an overcoil timing.

Prerequisite: HRGY 2303

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadow/Vigor

Student Learning Outcomes (SLO)

Describe the theory and function of overcoil hairsprings; form overcoil hairsprings and untangle hairsprings to industry standards; locate and correct problems in hairsprings occurring at the collet; and correct positional errors in hairsprings and regulator pins; *(Recognize construction of gravers for lathe work).

Schedule

Week 1
*(Graver sharpening), advanced hairspring work

Week 2
Adjustment at regulator, correcting hairspring positional errors

Weeks 2 – 3
Vibrating a hairspring to a watch

Week 4
Removal of tangles. (graver sharpening)

Evaluation methods

Student will correct instructor introduced overcoil as well as flat hairspring errors to assure the watch's proper operation as tested by electronic testing equipment. Designed to develop confidence and job speed, this unit of instruction covers centering and leveling the hairspring to the balance bridge, formation of the hairspring concentric curve, adjusting the hairspring to the regulator pins and keys, and making corrective bends, remove tangles and knots from hairsprings without damage to the hairsprings. Hairsprings will be adjusted in project watches to compensate for errors in the watch as checked on electronic testing equipment. Overcoil hairsprings will be formed to blueprint specification using a curve design. The student will vibrate the hairspring using a vibrating tool. The overall accuracy and neatness of the work and time-keeping will affect the grade. *(Student will understand the process of graver sharpening and discuss it in an essay).

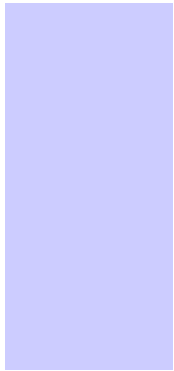
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



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Course HRGY 2305 185 203L

Title Intermediate Horology V

Description

Continuation of Intermediate Horology IV. Emphasis on shaping and sharpening watchmaker's gravers and the watchmaker's lathe to turn square shoulder pivots.

Prerequisite: HRGY 2304

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadow/Vigor

Student Learning Outcomes (SLO)

Student will describe the functions of the watchmaker's lathe and demonstrate a thorough knowledge of its use; practical application, describe and demonstrate construction of cutting tools and gravers to include the tempering of the proper care and sharpening of gravers, exhibit an understanding of the theory and application of burnishers techniques, and properly remove balance staffs from balance wheels using the watchmaker's lathe.

Schedule

Week 1
Gravers, 4mm double shoulder brass

Week 2
4mm double shoulder steel, 0.5mm double shoulder brass

Week 3
0.5mm double shoulder steel, 0.2mm double shoulder brass

Week 4
0.2mm double shoulder steel

Evaluation methods

Graver shaping, hardening and heat treating, lapping and mirror polishing 6 tool steel gravers for the watchmaker's lathe. Gravers properly hardened and tempered as to be able to cut drill rod steel, must be razor sharp. Lathe projects to tolerance: diameters .01mm (+.00mm) (–.01mm); lengths (+/– .10mm). Projects must be without scratches, surface irregularities and must be polished unless stated otherwise.

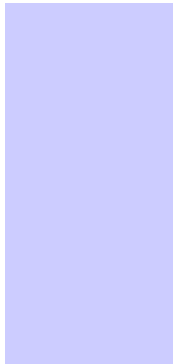
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



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Course HRGY 2306 185 203L

Title Intermediate Horology VI

Description Continuation of Intermediate Horology V. Emphasis on the use of the watchmaker's lathe to turn conical pivots, staffs and stems.

Prerequisite: HRGY 2305

Textbooks The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO) Student will describe the functions of the watchmaker's lathe and demonstrate a thorough knowledge of its use; practical application, describe and demonstrate construction of cutting tools and gravers to include the tempering of the proper care and sharpening of tool steel and carbide gravers, exhibit an understanding of the theory and application of burnishers and polishing techniques, and properly remove balance staffs from balance wheels using the watchmaker's lathe.

Schedule Week 1
0.5mm cone pivot brass, 0.5mm cone pivot steel
Weeks 2 – 3
0.2mm cone pivot brass, 0.2mm cone pivot steel, 12mm Balance Staff
Weeks 3 – 4
6mm balance staff, 21mm Stem in brass, using carbide tools.

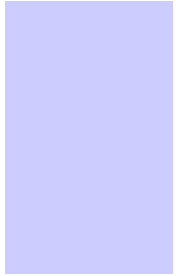
Evaluation methods Unless otherwise stated, all watchmakers lathe projects must be held to blueprint specification of tolerance: diameters (+.00mm) (–.01mm); lengths (+/–.10mm). Projects must be without scratches, dents or other surface irregularities and be polished unless stated otherwise.
a. Composite grade on all projects = 80%
b. Work ethics = 10%
c. Composite grade on written final exam = 10%



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Course HRGY 2307 185 203L

Title Intermediate Horology VII

Description

Continuation of Intermediate Horology VI with emphasis on the use of the watchmaker's lathe to make a stem and balance staff removal, pivot burnishing, and the use of the Jacot tool. Nomenclature and material systems for a calendar watches.

Prerequisite: HRGY 2306

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO)

Describe and demonstrate the theories and applications of pivot repair and polishing, exhibit a thorough understanding of nomenclature of automatic winding watches and utilize the complicated watch material system to procure replacement parts as required, explain and demonstrate proper cleaning, overhaul, and repair procedures for automatic winding watches, demonstrate proper repair procedures for small jobs common in the watch repair industry to include case polishing, repairs, removing broken screws, fitting spring bars, and dissolving broken screws with alum.

Schedule

Week 1
19mm stem in steel, stem for watch

Week 2
Cut off balance hubs, screwdriver project/introduction to repivoting

Week 3
Pivot repairs/Jacot tool, burnish train wheel pivots

Week 4
Burnish balance pivots, auto watch nomenclature/materials, ordering parts, troubleshooting automatics

Evaluation methods

Unless otherwise stated all watchmakers lathe projects must be held to blueprint specification of tolerance: diameter (+.00mm)(-.01mm), lengths (+/-.10mm). Projects must be without scratches, dents or other surface irregularities and polished unless stated otherwise.

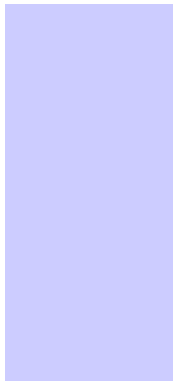
- Composite grade on all projects = 80%
- Work ethics = 10%
- Composite grade on written final exam = 10%



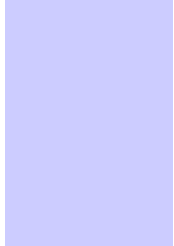
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Paris Junior College Syllabus

Year 2020–2021
Term Summer
Section 185

Faculty
Office
Phone
email

Stanley McMahan
AS 132
903–782–0361
smcmahan@parisjc.edu

Course HRGY 2308 185 203L

Title Intermediate Horology VIII

Description

Continuation of Intermediate Horology VII with emphasis on speed. Focus on disassembly, cleaning, and repair of automatic winding watches; and on precision timing including nomenclature, parts interchangeability, proper lubrication, and adjustment.

Prerequisite: HRGY 2307

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO)

Student will describe and demonstrate the theories and applications of pivot repair and polishing; exhibit a thorough understanding of the nomenclature of automatic winding watches and utilize the complicated watch material system to procure replacement parts as required; explain and demonstrate proper cleaning, overhaul, and repair procedures for automatic winding watches, also demonstrate proper repair procedures for small jobs common in the watch repair industry. Projects include case polishing and repairs, removing broken screws, fitting spring bars, and dissolving screws with ultrasonic cleaning.

Schedule

Weeks 1 – 4
Automatic and Calendar Watches

Evaluation methods

Given automatic wristwatches of different sizes and manufactures, the student will perform the necessary sequence of operations to complete overhauls as if they were being prepared for an actual paying customer. Attention to detail in the construction of the watch movement, its timekeeping, cleanliness, proper oiling, lubricating, hairspring work and care of the crystal and hands and strap or band are to be considered. Scratches, damage and loss of parts will subtract from the overall grade. A job worksheet is to be completed for each watch. Quality of workmanship and difficulty of the projects will be used to evaluate the student's ability to work independently. Watches that are not repaired to industry standards will not be graded.

- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



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Paris Junior College Syllabus
Year 2021
Term Summer
Section 190

Faculty Arby Magill
Office AS 107A
Phone 903-782-0383
email amagill@parisjc.edu

Course HRGY 2331

Title Advanced Gemology

Description

This course is designed to familiarize the student in the study of diamonds associated with the gemological process. Emphasis is given to the development of diamond grading skills using industry nomenclature and protocol

Textbooks

The Dealer's Book of Gems and Diamonds by M. Sevdernish and A. Mashiah, Gemstone of the World by W. Schumann, The Gem Merchant by David Stanley Epstein

Student Learning Outcomes (SLO)

1. Demonstrate knowledge of diamond formation, history and folklore of famous diamond, mining/processing, and distribution. 2. Demonstrate skills in the use and proper care of laboratory instruments including the loupe, gemological binocular microscope, Leveridge gauge, and table gauge/measuring devises. 3. Demonstrate skills in diamond protocols using the 4 c's (carat weight/color/cut evaluation/clarity). 4. Demonstrate skills in observation skills for clarity enhanced diamonds and man-made lab created diamonds. 5. Demonstrate skills in use of market monitors to determine the current market evaluations for diamonds. 6. Demonstrate skills in 4 c's quality evaluation of fancy shape cut diamonds.

Schedule

Week 1 – Study of the physical/chemical/optical properties of diamond and the history and background associated with its recovery. Study of the occurrence and processing of kimberlite to separate diamond crystals. Study of the development/history of the diamond fashioning industry.
Week 2 – Study of the specifics of the round brilliant cut ideal proportioned diamond. Study also of the clarity grade systems for diamond evaluation. Study of the master color comparison qualifications for round brilliants used for grading diamonds for color/tint. Study of the protocol for quality grading of a fancy shape cut diamond.
Week 3 - Study of the use of diamond simulants, clarity enhanced, and man-made manufactured diamonds for the diamond industry as retail jewelry. Study of the methods for re-cutting/fashioning of damaged diamonds and the protocol for evaluating diamonds “set” in jewelry mountings.

Evaluation methods

Instructor demonstrations, videos, and reading assigned to the student, the student will demonstrate proficiency in use of recognized gemological protocol in diamond 4 c's evaluation with a emphasis on fornesic observation skills. The student will competently use the gemological binocular microscope, leveridge gauge, table gauge, master color comparison diamonds and other gemological tools to successfully evaluate round brilliant and fancy shape cut diamonds. Weekly written tests are used to confirm familiarity of the subjects taught during the course.

Paris Junior College Syllabus

Year 2020–2021
Term Summer
Section 185

Faculty Stanley McMahan
Office AS 132
Phone 903–782–0361
email smcmahan@parisjc.edu

Course HRGY 2341 185 203L

Title Advanced Horology Systems I

Description Course work includes lectures, demonstrations, and practical hands–on training during the study of disassembly, repair and adjustment of timers and simple chronographs.

Prerequisite: HRGY 2308

Textbooks The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO) Student will demonstrate cleaning, overhaul, and repair of complicated watches and watches with multiple complications include automatic, calendar alarm, chronographic mechanisms, and timers.

Schedule Weeks 1 – 2
Timers
Weeks 2 – 4
Simple chronograph

Evaluation methods Given various stop watches/timers/chronographs of different manufactures, the student will perform the necessary steps to complete overhauls on stop watches/timers and simple chronographs of different manufactures. Attention to the completion of the watch movement, its timekeeping, cleanliness, proper oiling, lubricating, hairspring work, the crystal, case, dial, hands and strap or band are to be considered. Scratches, damage and loss of parts will subtract from the overall project grade. The student will perform the necessary sequential steps to complete overhauls as if they were prepared for an actual paying customer.

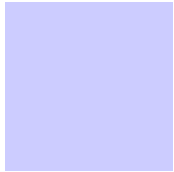
Written test questions
a. Composite grade on all projects = 80%
b. Work ethics = 10%
c. Composite grade on written final exam = 10%



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Paris Junior College Syllabus

Year 2020–2021
Term Summer
Section 185

Faculty Stanley McMahan
Office AS 132
Phone 903–782–0361
email smcmahan@parisjc.edu

Course HRGY 2342 185 203L

Title Advanced Horology Systems II

Description A continuation of Advanced Horological Systems I. Emphasis on disassembly, cleaning, repair, and adjustment of multi-function mechanical movements, and automatic calendar chronograph watches.

Prerequisite: HRGY 2341

Textbooks The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO) Student will demonstrate cleaning, overhaul, and repair of complicated watches and watches with multiple complications. Students will include automatic, calendar, alarm, chronographic mechanisms, and timers, describe the theory of basic electricity, and apply troubleshooting, cleaning, overhaul, and repair of electric balance wheel watches and basic tuning for electric watches.

Schedule Weeks 1 – 4
Chronographs

Evaluation methods Given various calendar and automatic chronographs of different manufactures, the student will perform the necessary sequential steps to complete overhauls. Attention to detail in the completion of the watch movement, its timekeeping accuracy, cleanliness, proper oiling, lubricating, hairspring work and care of the crystal, case, dial, hands and strap or band will be considered. Scratches, damage and loss of parts will subtract from the overall project grade. A job worksheet is to be completed for each watch project. Watches that are not repaired to industry standards will not be accepted for credit.

- Composite grade on all projects = 80%
- Work ethics = 10%
- Composite grade on written final exam = 10%



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Paris Junior College Syllabus

Year 2020–2021
Term Summer
Section 185

Faculty
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Stanley McMahan
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Course HRGY 2343 185 203L

Title Advanced Horology Systems III

Description

A continuation of Advanced Horological Systems II. Emphasis on electronic theory related to quartz analog watches.
Prerequisite: HRGY 2342

Textbooks

The Watch Repairer's Manual – Henry B. Fried
Bench Practices for Watch and Clockmakers – Henry B. Fried
Bestfit Encyclopedia of Watch Materials #1 and #2 – B. Jadov/Vigor

Student Learning Outcomes (SLO)

Student will apply electronic theory to testing, cleaning, and overhauling simple quartz analog watches.

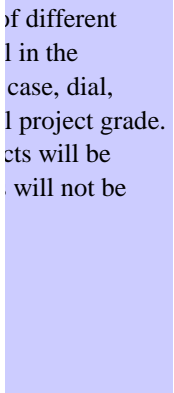
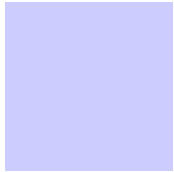
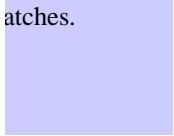
Schedule

Week 1
Using volt/ohm meter
Weeks 1 – 4
Quartz analog watches

Evaluation methods

Using VOM, the student will perform checks of electronic components. Given various quartz analog watches of various manufacturers, the student will perform the necessary sequential steps to complete overhauls. Attention to detail in the completion of the watch movement, its timekeeping, cleanliness, proper oiling, lubrication, care of the crystal, hands and strap or band are to be considered. Scratches, damage and loss of parts will subtract from the overall grade. A job worksheet is to be completed for each watch project. Quality of workmanship and difficulty of the project will be assessed as will the student's ability to work independently. Watches that are not repaired to industry standards accepted for grading.

- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 290

Faculty Wanda Duncan
Office AS 155
Phone (903) 782-0378
email wduncan@parisjc.edu

Course HRPO 2301

Title Human Resources Management

Description Behavioral and legal approaches to the management of human resources in organizations.

Textbooks Human Resources Management. 15th Edition.
Mathis/Jackson/Valentine/Meglich.
Cengage Learning
ISBN: 978-1-337-81473-7

Textbook is a loose-leaf version bundled with MindTap V2.0 Management, 1 term (6 months)
Printed Access Card.

Cengage Unlimited is an unlimited all-you-can-learn access to a library of more than 22,000
products which is less than the cost of individual Cengage course materials.

Microsoft Office 365 (includes Word, Excel, Access, and PowerPoint) must be installed on your
home computer if you work on your assignments at home. If you work on your assignments on
campus, the software is already installed on those computers.

Student Learning Outcomes (SLO) Students will be able to apply business concepts, practices, and/or techniques to effectively manage an organization.

Students will be able to evaluate company production, profitability and cost using managerial accounting tools.

Demonstrate proficiency using industry application software.

Schedule

Week 1: IceBreaker Discussion Board, Syllabus Quiz, Register for MindTap
Week 2: Chapter 1 and Chapter 2
Week 3: Chapter 3 & Chapter 4
Week 4: Chapter 5 & Chapter 6
Week 5: Chapter 7 & Chapter 8
Week 6: Mid-Term Exam
Week 7: Chapter 9 & Chapter 10
Week 8: Chapter 11 & Chapter 12
Week 9: Chapter 13 & Chapter 14
Week 10: Chapter 15 & Chapter 16
Week 11: Final Exam

This schedule is a rough guide only and is subject to change as the semester progresses.

Evaluation methods

Grades are based on a point system for completion of assessments which include MindTap assessments, Mid-Term Exam, Final Exam, Syllabus Quiz, and Discussion Board Forum. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded. Successful learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access.

Letter grades will be assigned based on the following point scale:

1549 - 1721 = A

1377 - 1548 = B

1205 - 1376 = C

1033 - 1204 = D

0 - 1032 = F

Checking your Grade: To check your grades, click “My Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades: Grades are usually posted in BlackBoard within one week following the due date.

All assessments will be completed utilizing MindTap.

Mid-Term Exam, and Final Exams will be submitted through BlackBoard.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 200

Faculty Bobby Fields
Office WTC 1111
Phone 903-782-0722
email bfields@parisjc.edu

Course HYDR 1345

Title Hydraulics/Pneumatics

Description

Discussion of the fundamentals of hydraulics and pneumatics, components of each system and the operations, Maintenance, and analysis of each system.

Textbooks

Fluid Power Hydraulics and Pneumatics, 3rd ed.
ISBN 978-1-63563-473-0

Schedule

Week 1- Introduction to the course
Week 2- Chapter 1; Introduction to Fluid Hydraulics, Chapter 2; Fluid Power Systems, Chapter 3; Basic Physical Principles
Week 3- Chapter 4; Fluid Power Standards and Symbols, Chapter 5; Safety and Helth, Chapter 6; Hydraulic Fluid
Week 4- Test 1; Chapters 1-6
Week 5- Chapter 7; Source of Hydraulic Power, Chapter 8; Fluid Storage and Distribution
Week 6- Chapter 9; Actuators, Chapter 10; Controlling the System
Week 7- Chapter 11; Accumulators, Chapter 12; Conditioning System Fluid, Chapter 13; Applying Hydraulic Power
Week 8- Test 2; Chapters 7-13
Week 9- Chapter 14; Compressed Air, Chapter 15; Source of Pneumatic Power
Week 10- Chapter 16; Conditioning and Distribution of Compressed Air, Chapter 17; Work Performers of Pneumatic Systems
Week 11- Chapter 18; Controlling a Pneumatic System, Chapter 19; Applying Pneumatic Power
Week 12- Final Exam; Chapters 16-19

Evaluation methods

Test 25% Labs 25% Homework 25% Final Exam 25% a grade of D will not be given. An average of 70 or above will be considered passing while a grade of below 70 will be failing.

Paris Junior College Syllabus

Year 2020-2021

Term Summer

Section 290

Faculty

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email

Wanda Duncan

AS 155

903.782.0378

wduncan@parisjc.edu

Course ITSW 1304

Title Introduction to Spreadsheets

Description

Instruction in the concepts, procedures, and application of electronic spreadsheets. End-of-Course Outcomes: Define spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports.

Textbooks

Shelly Cashman Series Microsoft Office 365 & Excel 2019: Comprehensive Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card
Fruend/Starks/Schemieder
Cengage Learning
ISBN: 978-0-357-26010-4

Student Learning Outcomes (SLO)

Utilize industry standard application software to produce personal, business, and academic reports and presentations.
Demonstrate knowledge of computer industry terminology and jargon.
Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports.

Schedule

Week 1: IceBreaker Discussion Board and Syllabus Quiz
Week 2: Module 1
Week 3: Module 2
Week 4/5: Module 3
Week 6: Capstone
Week 7/8: Module 4
Week 9/10: Module 5
Week 11: Module 6

Evaluation methods

Grades are based on a point system for completion of assessments which include Training, Projects, Exams, Capstone, BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded. Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Excel 365.

Letter grades will be assigned based on the following point scale:

1800 - 2000 = A

1600 - 1799 = B

1400 - 1599 = C

1200 - 1399 = D

0 - 1199 = F

The assessments are broken-down as follows:

Syllabus Quiz = 1 assessment

BlackBoard Discussion Board Forum = 1 assessment

Training = 3 assessments

Projects = 6 assessments

Exams = 6 assessments

Capstone = 1 assessment

Checking your Grade: To check your grades, click "My Grades" tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible.

Viewing Grades: Grades as usually posted in BlackBoard within one week following the due date.

Paris Junior College Syllabus
Year 2020-2021
Term Summer I
Section 200

Faculty Cedric Crawford
Office AS 141
Phone 903-782-0359
email ccrawford@parisjc.edu

Course ITSY 1300

Title Fundamentals of Information Security

Description An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. 3 Credit Hours 2 Lecture Hours and 4 Lab Hours

Textbooks Cengage Unlimited
Whitman/Mattord's Principles of Information Security, 6th Edition
ISBN-13: 978-1-337-28164-5
Michael E. Whitman; Herbert J. Mattord

Student Learning Outcomes (SLO)
Outline best practices for the information security goals of confidentiality, integrity and availability; explain ethical practices.
Define vocabulary/terminology related to information security.
Explain the importance of planning and administrative controls.

Schedule
Week 1- Module 1: Introduction to Information Security, Module 2: The Need for Security & Module 3: Legal, Ethical, and Professional Issues in Information Security
Week 2- Module 4: Planning for Security & Module 5: Risk Management & Module 6: Security Technology: Access Controls, Firewalls, and VPNs
Week 3- Module 7: Security Technology: Intrusion Detection and Prevention Systems, and Other Security Tools, Module 8: Cryptography & Module 9: Physical Security
Week 4- Module 10: Implementing Information Security, Module 11: Security and Personal & Module 12: Information Security Maintenance
Week 5- Final Exam Review
Week 6- Final Exam

Evaluation methods

All quizzes, exams, and projects will close at midnight on the due date listed. If you miss the due date, a zero will be entered as the grade for said assignment. Once closed, quizzes, exams, and projects will not be re-opened for any reason. Make sure that you keep up! Failure to do so usually results in a failing grade.

We will be submitting midterm grades this semester. This means that everything that is due by midterm must be submitted by the due date.

The following formula/criteria will be used to determine your Final Course Grade:

40% EXAMS

40% Labs and Assignments

20% Quizzes

Paris Junior College Syllabus
Year 2020-2021
Term Summer II 2021
Section 105

Faculty Svetlana Steich
Office MS 111F
Phone 903-782-0336
email lsteich@parisjc.edu

Course Math 1342

Title Elementary Statistical Methods

Description

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Credit: 3 hours

TSI Requirements: 350 Math

Prerequisite: MATH 0400 or appropriate placement test.

Textbooks

Elementary Statistics, Mario F. Triola, 13th edition. This course has MathXL integrated directly into Blackboard which includes an e-text.

Student Learning Outcomes (SLO)

1. The student is expected to organize, sketch, and interpret summary measures for univariate and bivariate data sets.
2. The student is expected to demonstrate proficiency in solving probability problems involving the concepts of independent and mutually exclusive events, binomial and normal distributions.
3. The student is expected to demonstrate proficiency in solving probability problems involving the concepts of independent and mutually exclusive events, binomial and normal distributions.
4. The student is expected to test hypothesis, using traditional, p-value, and confidence interval methods.

Schedule

Week 1-Syllabus; chapter 1, 2, 3
Week 2-chapter 3, 4, 5
Week 3-chapter 5,review, midterm, chapter 6
Week 4-chapter 6, 7
Week 5-chapter 8, 2.4, 10.2
Week 6-review, final exam

Evaluation methods

Quizzes 30%
Homework 20%
Midterm 25%
Final Exam 25%

Paris Junior College Syllabus
Year 2020-2021
Term Summer II 2021
Section 205

Faculty Svetlana Steich
Office MS 111F
Phone 903-782-0336
email lsteich@parisjc.edu

Course Math 1342

Title Elementary Statistical Methods

Description

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Credit: 3 hours

TSI Requirements: 350 Math

Prerequisite: MATH 0400 or appropriate placement test.

Textbooks

Elementary Statistics, Mario F. Triola, 13th edition. This course has MathXL integrated directly into Blackboard which includes an e-text.

Student Learning Outcomes (SLO)

1. The student is expected to organize, sketch, and interpret summary measures for univariate and bivariate data sets.
2. The student is expected to demonstrate proficiency in solving probability problems involving the concepts of independent and mutually exclusive events, binomial and normal distributions.
3. The student is expected to demonstrate proficiency in solving probability problems involving the concepts of independent and mutually exclusive events, binomial and normal distributions.
4. The student is expected to test hypothesis, using traditional, p-value, and confidence interval methods.

Schedule

Week 1-chapter 1, 2, 3
Week 2-Exam 1, chapter 4, 5
Week 3-chapter 5, Exam 2, chapter 6
Week 4-chapter 6, 7, Exam 3, chapter 8
Week 5-chapter 8, 2.4, 10.2, Exam 4
Week 6-review, final exam

Evaluation methods

Homework 20%
Ezams 50%
Final Exam 30%

Paris Junior College Syllabus

Year 2021
Term Summer II
Section 205

Faculty Clay Cox
Office SC 107 (8-12 M-F)
Phone 903.782.0394
email ccox@parisjc.edu

Course PHED 1338

Title Concepts of Physical Fitness

Description This course is designed to familiarize students with the knowledge, understanding and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

Textbooks Fit & Well: Core Concepts and Labs in Physical Fitness and Wellness (SmartBook) Fahey, 13e

Student Learning Outcomes (SLO)
1) Describe the elements of health-related physical fitness, performance and related physical fitness, inactivity, and hypokinetic diseases on health and wellness.
2) Distinguish the influence of personal behavior and responsibility on the development, treatment and prevention of infectious diseases, stress and addictions.

Schedule Online

Evaluation methods

15 Chapter Quizzes @ 20 pts. Each = 300 Points

5 Unit Exams @ 100 pts. Each = 500 Points

Total = 800 Possible Points

Grading Scale:

720-800 = A

640-719 = B

560-639 = C

480-569 = D

Below 480 = F

Paris Junior College Syllabus
Year 2021
Term Summer II
Section 205

Faculty Clay Cox
Office SC 107
Phone 903.782.0394
email ccox@parisjc.edu

Course PHED 1346

Title Drug Use and Abuse

Description

Study the use, misuse, and abuse of drugs and other harmful substances in today's society. Physiological, sociological and psychological factors will be emphasized.

Textbooks

Drugs, Society & Human Behavior - 17th Edition - Hart & Ksir - ISBN# 978-1-259-91386-0

Student Learning Outcomes (SLO)

- 1) Accumulate, examine, and evaluate information pertinent to a purpose.
- 2) Construct a conceptual framework within which this information can be organized so that it is appropriate to the assigned task.
- 3) Process the information in the context of a controlling premise in such a way that it becomes effective in its applicability to a given audience, purpose, or occasion.

Schedule

Online

Evaluation methods

15 Chapter Quizzes @ 20 pts. Each = 300 Points
5 Unit Exams @ 100 pts. Each = 500 Points
Total = 800 Possible Points

Grading Scale:
720-800 = A
640-719 = B
560-639 = C
480-569 = D
Below 480 = F

Paris Junior College Syllabus

Year 2020-2021

Term Summer

Section 130

Faculty

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email

Wanda Duncan

AS 155

(903) 782-0378

wduncan@parisjc.edu

Course POFT 1329

Title Beginning Keyboarding

Description

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Textbooks

Gregg College Keyboarding & Document Processing, Lessons 1-60, 11th edition
Ober/Johnson/Zimmerly
McGraw-Hill
ISBN: 9780077956431
Bundled: Textbook and GDP Access Code

Student Learning Outcomes (SLO)

Demonstrate employability and workplace skills.

Schedule

Week 1: Lessons 1 - 5
Week 2: Lessons 6 – 12
Week 3: Lessons 13 – 19, Review Part 1 Test
Week 4: Part 1 Test and Lessons 20 – 24
Week 5: Lessons 25 - 30 and Timed Writings
Week 6: Complete any missing assignments

This schedule is a rough guide only and is subject to change as the semester progresses.

Evaluation methods

Evaluations consist of Part 1 Objective Test, timed writings, and completion of Lessons 1-30 in GDP.

All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded.

Objective Tests: 20%

(3) Three timed writings: 50%.

Completion of Lessons 1-30: 30%

Grading scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Grading Scale for three minute timed writings:

36+ wpm = A

31 - 35 wpm = B

26 - 30 wpm = C

21 - 25 wpm = D

Below 20 wpm = F

Other Guidelines:

All lesson assignments must be submitted to the instructor by July 7; No test can be taken until all assigned assignments (Lessons 1 – 20) have been completed and submitted; if you are unable to take a test on the scheduled date, contact your instructor immediately; do not share your work or your jump drive with anyone; if you lose your jump drive, please notify your Instructor immediately.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 135

Faculty Wanda Duncan
Office AS 155
Phone (903) 782-0378
email wduncan@parisjc.edu

Course POFT 2301

Title Intermediate Keyboarding

Description

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

Textbooks

Gregg College Keyboarding & Document Processing, Lessons 1-120, 11th edition
Ober/Johnson/Zimmerly
McGraw-Hill
ISBN: 9780077956431
Bundled: Textbook and GDP Access Code

Student Learning Outcomes (SLO)

Demonstrate employability and workplace skills.

Schedule

Week 1: Lessons 31 – 37, Review Study Guide Part 2 Test
Week 2: Lessons 38 – 40, Part 2 Test, Correspondence Test 2-21, Report Test 2-12, Table Test 2-16, 3-Minute Timed Writing
Week 3: Lessons 41 - 50
Week 4: Lessons 51 - 60
Week 5: Part 3 Test, Correspondence Test 3-53, Correspondence Test 3-54, Report Test 3-33, 5-minute timed writing
Week 6: Complete any missing assignments
This schedule is a rough guide only and is subject to change as the semester progresses.

Evaluation methods

Evaluations consist of Part 2 Objective Test, Part 3 Objective Test, timed writings, correspondence test, report test, table test, and completion of Lessons 31-60. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded. Successful learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Word.

Objective Tests: 20%

(3) five-minute timed writings: 50%

Completion of Lessons 31-60: 30%

Grading scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Grading Scale for three minute timed writings:

43 - 48+ wpm = A

38 - 42 wpm = B

33 - 37 wpm = C

28 - 32 wpm = D

Below 27 wpm = F

Other Guidelines:

All lesson assignments must be submitted by August 16; Part 2 Test cannot be completed until Lessons 31-40 have been submitted; Part 3 Test cannot be completed until Lessons 41-60 have been submitted; Do not share your work or your jump drive with anyone; If you lose your jump drive, please notify your Instructor immediately.

Paris Junior College Syllabus

Year 2021
Term Summer
Section 190

Faculty Laura Fendley
Office WTC 1066
Phone 903-782-0765
email lfendley@parisjc.edu

Course RADR 1213

Title Principles of Radiographic Imaging I

Description Understand and apply concepts and theories of equipment operations and their integration for medical diagnosis.

Textbooks
1. Radiologic Science for Technologists Physics, Biology, & Protection, Bushong, 11th edition, 2017, ISBN: 978-0-323-35377-9
2. Principles of Radiologic Imaging: An Art and A Science, Carlton, Alder, 6th edition, 2018, ISBN: 978-1-337-71106-7

Student Learning Outcomes (SLO)
Upon completion of this program, it is expected that a graduate will be able to:
1. Apply the basic principles of radiographic image acquisition to image quality
2. Analyze the effects of exposure variables upon image quality.
3. Identify Radiation Production and Characteristics

Schedule
Week 1-Orientation
Week 2-Radiation Concepts, Tube, Assignment
Week 3-X-ray Production & Interactions, Assignment, Quiz
Week4- Exam, Assignment
Week 5-Density/Image Receptor Exposure, Assignment
Week 6- Exam, Assignment
Week 7-Contrast, Imaging Process, Assignment
Week 8- Spatial Resolution/Recorded Detail, Distortion, Assignment
Week 9- Exam, Assignment
Week 10- Grids, Beam Restriction, Digital Imaging - Image Receptors, Assignment
Week 11- Exam, Final Exam Review

Evaluation methods
Exams 60%
Quizzes/Assignments 30%
Final Exam 10%

Paris Junior College Syllabus

Year 2020-2021

Term Summer

Section 190

Faculty Heather Unruh

Office WTC 1064

Phone 903-782-0743

email hunruh@parisjc.edu

Course RADR 1267

Title Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer

Description Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Textbooks

1. Introduction to Radiologic Science and Patient Care, Adler, Carlton, 7th edition, 2019, Saunders-Elsevier, ISBN: 978-0-3233-56671-1
2. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume I, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13:978-0-3235-6768-8
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume II, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-3235-6767-1
4. The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-9704-3
5. Merrill's Pocket Guide to Radiography, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-3236-1213-5

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to

1. Promote Exemplary Customer Service.
2. Evaluate radiographic images effectively.
3. Utilize critical thinking in trauma situations.

Schedule

Week 1-Clinical Orientation/Review
Week 2-10: 16 hours weekly Precepted Clinical Experience at facilities and 6 hours weekly in labs/case studies.
Week 11-Final Evaluations/Paperwork

Evaluation methods

Based on the number of mastered competencies 49%
Based on an average of all clinical instructor' evaluation forms:
PT Care 15%
Professional 15%
Knowledge/Skills 16%
Attendance 5%

Paris Junior College Syllabus

Year 2021
Term Summer
Section 190

Faculty Laura Fendley
Office WTC 1066
Phone 903-782-0765
email lfendley@parisjc.edu

Course RADR 2233

Title Advanced Medical Imaging

Description Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

Textbooks

1. Radiologic Science for Technologists Physics, Biology, & Protection, Bushong, 11th edition, 2017, ISBN: 978-0-323-35377-9
2. Principles of Radiologic Imaging: An Art and A Science, Carlton, Adler 6th edition, 2016, ISBN: 978-0-323-31579-1
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 1, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-6768-8
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 2, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-6767-1
4. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 3, Frank, Long,

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to:

1. Describe the various specialized imaging modalities and equipment
2. Differentiate between images produced by different modalities
3. Identify the anatomy demonstrated within different modalities

Schedule

Week 1-Orientation, Health Science Professions - PowerPoint Assignment
Week 2- Quality Management, Assignment
Week 3- Mammography, Assignment
Week 4- Exam, Circulatory System & Cardiac Catheterization, Assignment
Week 5- Nuclear Medicine, Assignment
Week 6- Computed Tomography/Bone Densitometry, Assignment, PowerPoint Due
Week 7- Exam, Lab/Research, Assignment
Week 8- Magnetic Resonance Imaging, Assignment
Week 9- Diagnostic Medical Sonography/Ultrasound, Assignment
Week 10- Radiation Oncology, Research Paper Due
Week 11- Exam, Final Exam Review
Week 12 - Final Exam - All Modalities

Evaluation methods

Quizzes/Assignments 40%
Final Exam 10%
Exams 50%

Paris Junior College Syllabus
Year 2021
Term Summer
Section 190

Faculty Laura Fendley
Office WTC 1066
Phone 903-782-0765
email lfendley@parisjc.edu

Course RADR 2267

Title Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer

Description Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Textbooks

1. Introduction to Radiologic Science and Patient Care, Adler, Carlton, 7th edition, 2019 ISBN: 978-0-323-56671-1
2. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 1, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-6768-8
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 2, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-6767-1
4. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume 3, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-6766-4
5. Merrill's Atlas of Radiographic Positioning, & Procedures Workbook, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-9704-3
6. Principles of Radiologic Imaging: An Art and A Science, Carlton, Alder, 6th edition, 2019, ISBN: 978-1-337-71106-7
7. Merrill's Pocket Guide to Radiography, Frank, Long, Smith, 14th edition, 2018, ISBN:978-0-3236-1213-5

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to

1. Promote Exemplary Customer Service.
2. Evaluate radiographic images effectively.
3. Utilize critical thinking in trauma situations.

Schedule

Week 1-Clinical Orientation
Week 2-10: 24 hours weekly Precepted Clinical Experience at facilities and 1.5 hour weekly clinical discussion, case studies
Week 11-Final Evaluations

Evaluation methods

Based on the number of mastered competencies 49%
Based on an average of all clinical instructor' evaluation forms:
PT Care 15%
Professional 15%
Knowledge/Skills 16%
Attendance 5%

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 190

Faculty Heather Unruh
Office WTC 1064
Phone 903-782-0734
email hunruh@parisjc.edu

Course RADR 2301

Title Intermediate Radiographic Procedures

Description A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

Textbooks

1. Introduction to Radiologic Science and Patient Care, Adler, Carlton, 7th edition, 2019, Saunders-Elsevier, ISBN: 978-0-3233-56671-1
2. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume I, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13:978-0-3235-6768-8
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume II, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-3235-6767-1
4. The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures, Frank, Long, Smith, 14th edition, 2018, ISBN: 978-0-3235-9704-3
5. Merrill's Pocket Guide to Radiography, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-3236-1213-5

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to

1. Promote Exemplary Customer Service.
2. Evaluate radiographic images effectively.
3. Utilize critical thinking in trauma situations.

Schedule

Week 1-Orientation
Week 2-Outline Ch 11
Week 3-Skull
Week 4-Exam Unit I
Week 5-Facial bones, Nasal Bones, Zygomatic Arches
Week 6--Procedures Asssignment
Week 7-Mandible, TMJs
Week 8-Exam Unit II
Week 9-Paranasal, Sinuses
Week 10-Exam Unit III
Week 11- Review Final Exam
Week 12--Final Exam

Evaluation methods

Quizzes 20%
Assignments 10%
Exams 60%
Final Exam 10%



Associate Degree
Nursing Program

Paris Junior College
Paris, Texas

RNSG 2535

Integrated Patient Care Management
Summer, 2021

Course Description

RNSG 2535 (5 semester credit hours, 5 didactic, 0 clinical/laboratory)

Application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course must be taken as a co-requisite with RNSG 2561.

Objectives

Upon successful completion of this course, the student will be able to:

1. Incorporate knowledge of disease management, human diversity, nutrition and nontraditional and complementary modalities to collaborate with the interprofessional healthcare team in the delivery of holistic and evidence-based nursing care for clients and families in the acute care setting. (BON DECS: I. A, B, D, D; II. A, D; III. A, B, C, D, E, F; IV. A, B, C, D, E, F)
2. Design evidence-based nursing care plans for treating patients with acute health alterations affecting the cardiac, respiratory, musculoskeletal, integumentary, hematologic, renal, endocrine, gastrointestinal, and neurological systems (BON DECS: II. A, B, F, G, H; III. A, B, C, F; IV. A, B, D)
3. Identify strategies to provide safe client-centered care in acute care settings. (BON DECS: I. A, B; II. A, D)
4. Incorporate knowledge of health care technology, information systems and leadership/management skills to provide safe client-centered care in an acute care setting. (BON DECS: I. A, B, D; II. A, B, F, H; III. A, B, C, D, E, F; IV. E)
5. Evaluate communication skills needed to effectively collaborate with the interprofessional team to plan safe patient-centered care that promotes health, healing and positive outcomes in the acute care setting (BON DECS: II. C, E, F; IV. A, D)

COVID-19

Paris Junior College will continue to monitor and assess the COVID-19 impact on our community and the safety of all PJC community members (students, faculty and staff) and campus visitors. PJC May adjust hours, services and instructional modes as necessitated by the pandemic. We all need to be fully prepared for changes in daily practices to keep us healthy and our campus safe.

STRICT ADHERENCE TO THE FOLLOWING WILL BE IN PLACE EFFECTIVE AUGUST 1, 2020

- Anyone on PJC campus/Property must wear a mask/face covering that covers the wearer's nose and mouth. Face covering can be disposable or cloth.
- Anyone on PJC campus/property will be expected to observe social distancing practices, and as outlined by facility signs and instructions.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette. Students will be provided training on these topics.
- Students will be expected to pick up a disinfecting wipe upon entering a classroom or laboratory and disinfect their workstation prior to sitting.

PJC will continue to monitor the pandemic for our campus. Please continue to check the PJC website and your Dragon-Mail before coming to campus for updates that may affect you.

Course Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday July 29, 2021.

General Expectations

- Regular class attendance and participation is expected of all students (see Nursing Student Handbook).
- No children are allowed in class or to be left alone in the lobby of the Bobby Walters Workforce Training Center.
- Students are responsible for all missed course information.
 - 0-1 absence = 2% participation points awarded
 - 2 to 3 = 1% participation points awarded
 - More than 3 absences no participation points awarded for attendance

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom, laboratory, or clinical setting. No obscene/vulgar language will be permitted. Faculty reserve the right to drop a student for violations of the Student Conduct rules as listed in the general PJC Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Dean of Health Sciences, Dr. Greg Ferenchak for disciplinary action such as dismissal from the college. The student(s) will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. See the general PJC Student Handbook for additional details for Academic Honesty AKA Scholastic Dishonesty.

Co-Lead Faculty

Lance Neill, MSN, RN
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Director of Nursing
Office Phone: 903-782-0734
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Dwana Hollidai MBA, BSN, BS, RN
Instructor: Classroom/Clinical/Simulation
Office Office: 1032
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Faculty Office Hours

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended. Clinical faculty will not have scheduled office hours. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing, Rebbecca Harris (903-782-0734). E4

Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives have been met. These measures include:

Course Components	Percentage
Unit Exams (5 @ 11% each)	55%
Final Exam	10%
Pass to Class (5 Prep-U @ 2% each)	10%
HESI Practice (Management, Pharmacology, Multidisciplinary, Pediatrics, Comprehensive)	5%
Critical Care Practice Exam Focused Review Comprehensive Exam 1 Focused Review	3%
Participation/Attendance	2%
HESI Exit	15%

Grading Scale

- A = 90-100
- B = 81-89
- C = 75-80
- D = 69-74
- F = 68 or below

All course components must be completed in order to receive full credit for the course. If any **components are omitted or not completed, the student's grade may result in an incomplete or a failure.**

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals with disabilities. PJC will adhere to all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Rounding of Final Grade

Faculty may round final grades in alignment with the American Standard for Testing and Materials (ASTM) **International Standards, which allow for 'rounding only after all calculations leading to the final result are completed.'** Therefore, rounding of grades for individual assignments is not an accepted practice. **Rounding will be calculated using the "five-up" rule allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value.** For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy. Rule retrieved from https://www.astm.org/SNEWS/SO_2008/datapoints_so08.html

Course components will be considered late if submitted after the deadline identified on the class schedule. Assignments may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after the three days, and a zero will be placed into the gradebook.

No extra credit will be offered.

Remediation/Success Program

Students who are unable to satisfactorily meet course requirements, course standards, objectives, or score less than 80 on any component of the course could be referred for remediation. Students can self-refer or be referred by faculty for reasons other than scores below 80 in an effort to enhance student success in the program. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Paris Junior College Nursing Program utilizes Health Education Systems, Inc. (HESI) learning materials (study materials, tutorials, practice exams, and proctored assessments) to guide and assess mastery of nursing content necessary for entry into practice. Specific HESI activities and grading guidelines are outlined in the *HESI Testing and Remediation Policy* located in Blackboard under Course Documents. Students must print the policy, sign, date, and return it to their faculty to be placed into their file in the Health Occupations office.

Assignment Description

- *Unit/Final Exams*

Unit exams will consist of a minimum of 50 questions divided among the lecture content as determined by the faculty. The final exam will have a minimum of 50 questions. Each question is allotted 1.5 minutes of test time. Refer to the course schedule for dates and times.

Items for Exam Days: Laptop w/Respondus loaded
Pen/Pencil

The student is held accountable for the following Testing Policy. The weighted average of the exams (unit and final) MUST be 75% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75%, the **student will receive the grade of "D"**, or lower, for the course regardless of any other grade(s).

Test Review

Test reviews will be conducted following the completion of collaborative testing. If a student chooses not to participate in collaborative testing, they are required to return following the collaborative exam to participate in the test review. Exam grades will be released following item analysis and Test Item Clarification. There will not be a required concept review for individual exams scores less than 75%.

Absences from Exams

Students must notify course lead faculty of any absence before the start of the exam, following instructions provided in the syllabus for contacting faculty.

- Excused Absence: Absence from an exam may be excused only for such reasons as a family death, court-mandated appearance, and personal illness (requiring HCP documentation). Any absence must have appropriate documentation in order to be excused. The course lead faculty will make the determination of whether an absence is excused.
- Unexcused Absence: The make-up exam may be an alternative test format (i.e., short answer or essay type questions). The course leader will determine date, time, place, and type of make-up exam.
- Unexcused Absence for the final exam: No make-up exam will be scheduled and the student will receive a 0 (Zero) for the exam.
- Excused Absence for the final exam: The course lead faculty will determine the time of any make-up exam.

- *HESI Practice Exams/Quizzes*

HESI RN Practice Tests are pre-built exams designed to assess knowledge and concepts learned while also introducing students to standardized testing with NCLEX-RN® examination-style questions. HESI practice exams/quizzes include over 1800 multiple-choice and alternate-item format practice questions written at the application level. Required areas of HESI practice material for RNSG 2535 includes management, pediatrics, pharmacology, multidisciplinary, comprehensive, and critical care. All RNSG practice materials must be completed with the benchmark of 80% (following HESI best-practice).

A handwritten focused review is required on the Critical Care practice exam for scores than 80 percent. If the focused review is not turned in by the due date, there will be a 1% deduction taken from the Focused Review Course Component.

A handwritten focused review is required on Comprehensive 1. If the focused review is not turned in by the due date, there will be a 2% deduction taken from the Focused Review Course Component.

- *HESI Exit Exam*

PJC LVN to RN track utilizes Health Education Systems, Inc. (HESI) learning materials (study materials, tutorials, practice exams, and proctored assessments) to guide and assess mastery of nursing content necessary for entry into practice. Specific HESI activities and grading guidelines are outlined in the HESI Testing and Remediation Policy located in Blackboard under Course Documents. **document entitled "HESI Guidelines"** in Blackboard under *Course Documents*.

It is expected that all students will pass the HESI Exit Exam with a score of 850 or above. Exam scores will convert as follows and will not be included in the exam average calculation.

Grading Scale Conversion Chart

HESI Scoring Interval	Performance Level	Grade Book Score
1500	Recommended Performance	100
1050 - 1499		95
1001-1050		90
950-1000		85
900-949		82
875-899	Acceptable Performance	80
850-874		78
800-849	Below Acceptable Performance: Requires Further Preparation	75
750-799		71
700-749		67
≤ 699		59

- *Pass-To-Class*

Students are expected to have completed the required readings and come to class prepared to discuss **and apply the reading assignments' information**. A **Pass-To-Class** assignment is designed to assist the student in assessing mastery of the assigned topic. Pass-To-Class assignments may be a worksheet, Prep-U assignment, or other activities. These assignments are due before the start of each designated class day. Students who have not completed the Pass-to-class assignment by the due date and time will receive a zero and will not be allowed to attend class until the assignment has been completed.

Netiquette

Netiquette includes the rules of etiquette when communicating. Guidelines for appropriate netiquette are located in the School of Nursing Student Handbook. Violations of the netiquette guidelines are considered disruptive conduct in the classroom. Disruptive conduct is defined by the school of nursing **as conduct that substantially or repeatedly interferes with the instructor's ability to teach or impedes** student learning. Distractive or inappropriate behavior in the face-to-face or online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct. Electronic communication, must be respectful and honest at all times. Any posting to the course deemed by the course faculty to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course faculty. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

Communication

Voice and email communication will be acknowledged by faculty within 36 hours (Monday - Friday). Students should also acknowledge voice and email communication within 36 hours.

Professional Writing Guidelines:

- A professional writing style is the standard for any nurse. As such, the following principles should be followed when drafting any assignment(s) or posting any comments to Blackboard:
 - All written assignments must reflect APA style and APA citation/reference guidelines (Seventh edition).
 - Absolutely no plagiarism will be tolerated. Please cite your source(s) appropriately.

Email

- Students and faculty will keep email related to course content within the course for archival purposes. While a student may choose to phone the faculty for emergencies, email within the course is the preferred method of communication.
- Faculty will read and respond to email messages within 36 hours Monday – Friday. Students are also expected to read and respond to email messages within the same stated timeframe.
- Faculty will generally use PJC email for communication with individuals or small groups.

Discussion Boards

- Questions that may benefit the class as a whole should be posted to the appropriate discussion board.
- Faculty will read and respond to discussion board postings within 36 hours Monday – Friday.
- Faculty may send out quick reminders to specific groups utilizing the discussion board.

Announcements

- Questions that may benefit the class as a whole should be posted to the discussion board.

Dress Code

Students are expected to adhere to the School of Nursing *Classroom Attire* as posted in the School of Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining the **following dress code and equipment requirements. This can directly affect the student's grade and** may result in the student not passing the course.

No cell phones may be carried during clinical for texting or calling purposes. Smartphones may be accessed for drug guide software only.

Required Resources

Alfaro-LaFevre, R. (2017) Critical thinking, clinical reasoning and clinical judgment: A practical approach (6th ed.). Philadelphia PA: Elsevier. ISBN: 978-0-3233-5890-3

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). <https://doi.org/1037/0000165-000>
ISBN: 978-032-367-6922

Ball, J. W., Bindler, R. C. & Cowen, K. J. Child health nursing: Partnering with children and families (3rd ed.). Prentice Hall
ISBN: 978-0-13-284007-1

Carpenito, L. (2016). Handbook of nursing diagnosis (15th ed.). Lippincott Williams & Wilkins.
ISBN: 978-1-4963-3839-6

Claywell, L. (2017). LPN to RN transitions (4th ed.) St. Louis, MO: Elsevier. ISBN: 978-0-323-40151-7

Curren, A. M. (2020). Dimensional analysis for meds (5th ed.). Cengage Learning.
ISBN: 978-1-2841-7291-1

Davidson, M., London, M.L., & Ladewig, P.A. (2016). **Olds' maternal**-newborn nursing & **women's** health care across the lifespan (11th ed). New York, NY: Pearson. ISBN: 978-0-13-520688-1

Hinkle, J. L. & Cheever, K. H. (2018). Textbook of medical-surgical nursing (14th ed.). Lippincott Williams & Wilkins, ISBN: 978-197-512-446-5

Silvestri, L. A. (2020). Saunders comprehensive review for NCLEX-RN (8th ed.).
ISBN: 978-10-323-3541-5

Taylor, C., Lillis, C.J. & Lemone, P. (2019). Fundamental of nursing: The art & science of nursing care (9th ed.). Lippincott Williams & Wilkins, ISBN: 978-1975-1241-51

Texas Board of Nursing: (2017) Texas nursing practice act and nursing peer review act. Retrieved from https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp

Videbeck, S. (2014). Psychiatric-mental health nursing. Lippincott Williams & Wilkins (7th ed.). Lippincott Williams & Wilkins, ISBN: 978-1-496-3570

Plagiarism and Academic Dishonesty

Plagiarism is the act of representing directly or indirectly another person's work as his or her own. It can involve copying someone else's work in a paper without citations; quoting without acknowledging the true source of the quoted material; performing a cut and paste of work from an internet source and submitting with your name on it, submitting a paper purchased or received from another source; along with similar infractions as detailed in the PJC Workforce Training Center School of Nursing

Handbook.

In this course, there will be individual assignments and maybe group assignments. It is important that your individual assignments be completed with your thoughts alone but supported by authoritative sources through use of citations and references, following APA style. Failing to use proper citations and references, whether intentional or unintentional, is plagiarism. To do so knowingly is dishonest and not fitting the standards expected of a professional. The faculty reserve the right to select assignments to be scanned by anti-plagiarism software. Students caught submitting plagiarized work will be reprimanded at minimum and subject to receiving a zero for the assignment. The faculty and administration reserve the right to file a complaint for academic misconduct within the School for **plagiarism, and a complaint to the State's Board of Nursing for poor professional character.** For more information, refer to the School of Nursing Student Handbook, and the [Texas Administrative Code § 213.27](#).

School of Nursing Policies and Expectations

The School of Nursing Student Handbook and the general PJC Student Handbook contains information **about policies and expectations that apply throughout a student's academic life.** Additional attention is specifically required for the following policies and expectations:

Scholastic Dishonesty	Attendance
Practice and Procedure	Services for Students with Disabilities
Confidentiality	Admission Procedures: Paying attention to BLS requirements
Immunization Requirements	Health Policies and Physical Condition
Unsafe Conduct and Practice	
Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence	



Associate Degree
Nursing Program

Paris Junior College
Paris, Texas

RNSG 2561

Clinical – Registered Nursing/Registered Nurse
Summer, 2021

Course Description

RNSG 2561 (5 semester credit hours, 0 didactic, 16 clinical/laboratory)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course must be taken as a co-requisite to RNSG 2565.

Objectives

Upon successful completion of this course, the student will be able to:

1. Incorporate knowledge of disease management, human diversity, nutrition and nontraditional and complementary modalities to collaborate with the interprofessional healthcare team in the delivery of holistic and evidence-based nursing care for clients and families in the acute care setting. (BON DECS: I. A, B, D, D; II. A, D; III. A, B, C, D, E, F; IV. A, B, C, D, E, F)
2. Recognize laws and ethical models impacting decision-making regarding advanced directives, informed consent, and protection of client confidentiality. (BON DECS: I. A, B; II. A, D; III. A, B, C, D, E, F)
3. Identify strategies to provide safe client-centered care in acute care settings. (BON DECS: I. A, B; II. A, D)
4. Incorporate knowledge of health care technology, information systems and leadership/management skills to provide safe client-centered care in an acute care setting. (BON DECS: I. A, B, D; II. A, B, F, H; III. A, B, C, D, E, F; IV. E)
5. Evaluate communication skills needed to effectively collaborate with the interprofessional team to plan safe patient-centered care that promotes health, healing and positive outcomes in the acute care setting. (BON DECS: II. C, E, F; IV. A, D)
6. Collaborate with members of the interprofessional healthcare team to provide care for diverse clients with commonly occurring health care alternations. (BON DECS: I. A, B, C, D; II. A; IV. A, B, C, D, E, F)
7. Incorporate knowledge of health care technology, information system and leadership/management skills to provide safe client-centered care in an acute care setting. (BON DECS: I. A, B, D; II. A, B, F, H; III. A, B, C, D, E, F; IV. E)
8. Demonstrate accurate documentation of client-centered nursing care. (BON DECS: I. A, B, D; II. A, B, F, H; III. A, B, C, D, E, F; IV. E)

COVID-19

Paris Junior College will continue to monitor and assess the COVID-19 impact on our community and the safety of all PJC community members (students, faculty and staff) and campus visitors. PJC May adjust hours, services and instructional modes as necessitated by the pandemic. We all need to be fully prepared for changes in daily practices to keep us healthy and our campus safe.

STRICT ADHERENCE TO THE FOLLOWING WILL BE IN PLACE EFFECTIVE AUGUST 1, 2020

- Anyone on PJC campus/Property must wear a mask/face covering that covers the wearer's nose and mouth. Face covering can be disposable or cloth.
- Anyone on PJC campus/property will be expected to observe social distancing practices, and as outlined by facility signs and instructions.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette. Students will be provided training on these topics.

- Students will be expected to pick up a disinfecting wipe upon entering a classroom or laboratory and disinfect their workstation prior to sitting.

PJC will continue to monitor the pandemic for our campus. Please continue to check the PJC website and your Dragon-Mail before coming to campus for updates that may affect you.

Course Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, July 29, 2021.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom, laboratory, or clinical setting. No obscene/vulgar language will be permitted. Faculty reserve the right to drop a student for violations of the Student Conduct rules as listed in the general PJC Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Dean of Health Sciences, Dr. Greg Ferencak for disciplinary action such as dismissal from the college. The student(s) will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. See the general PJC Student Handbook for additional details for Academic Honesty AKA Scholastic Dishonesty.

Lead Faculty

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Course Facilitators

Tamera Lewis, MSN, RN
Instructor: Classroom/Clinical/Simulation
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Dwana Hollidai
Instructor: Classroom/Clinical/Simulation
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Lance Neill, MSN, RN
Instructor: Classroom/Clinical/Simulation
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Email: lnNeill@parisjc.edu

Faculty Office Hours

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended. Clinical faculty will not have scheduled office hours. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing, Rebecca Harris (903-782-0734). E4

Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives have been met. These measures include:

Course Components	Percentage
Module A: HESI Dosage Calculation Proctored Exam	10%
Module B: Clinical Reflections 4 Graded & 1 Tales from the Bedside discussion board (3% each)	15%
Module C: Clinical Checklist & Participation in Clinical Post Conference	Pass/Fail
Module D: Clinical Judgment Quiz	10%
Module E: Data Collection Assignment	10%
Module F: Group Concept Map Presentation	10%
Module G: Clinical Performance: Midterm (Pass/Fail), Final (Summative)	20%
Module H: Simulation Checkpoint	10%
Module I: Graduate Appraisal	15%
Module J: Clinical Expectations (Minimum 256 Clinical Hours)	Pass/Fail
vSim Modules (Medical 1-5), (Surgical 1-5)	Pass/Fail
COMPASS (HESI)	Pass/Fail

Grading Scale

- A = 90-100
- B = 81-89
- C = 75-80
- D = 69-74
- F = 68 or below

All course components must be completed in order to receive full credit for the course. If any **components are omitted or not completed, the student's grade may result in an incomplete or a failure.**

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals with disabilities. PJC will adhere to all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Rounding of Final Grade

Faculty may round final grades in alignment with the American Standard for Testing and Materials (ASTM) **International Standards, which allow for 'rounding only after all calculations leading to the final result are completed.'** Therefore, rounding of grades for individual assignments is not an accepted practice. Rounding will be calculated using the "five-up" rule allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy. Rule retrieved from https://www.astm.org/SNEWS/SO_2008/datapoints_so08.html

Course components will be considered late if submitted after the deadline identified on the class schedule. Assignments may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after the three days, and a zero will placed into the gradebook.

No extra credit will be offered.

Clinical Absence Due to Medical Reasons

If a student is hospitalized during the semester, healthcare provider verification (with contact information) or some other form of documentation must be provided to Faculty Mentors to release the student to resume clinical experiences. Rationale for this requirement is to ensure safety of the student, as well as the clients for whom care is being provided.

If a student is absent more than two clinical days due to medical reasons, healthcare provider verification (with contact information) or some other form of documentation must be provided to the Faculty Mentor to establish that a severe health condition has incapacitated a student or immediate dependent relative. If documentation is not provided to the faculty, ten points will be deducted from the final course grade.

Remediation/Success Program

Students who are unable to satisfactorily meet course requirements, course standards, objectives, or score less than 80 on any component of the course could be referred for remediation. Students can self-refer or be referred by faculty for reasons other than scores below 80 in an effort to enhance student success in the program. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Difficulties Accessing the PJC Learning Platform System

The student is responsible for contacting Information Technology (IT) to seek technical assistance and notifying the course faculty of any problems or confusion regarding any assignment or problem with PJC learning platform. Students must make note of the faculty contact information provided within the course. If the student does not contact the course facilitator of the problem a grade will be issued for the assignment based on what the student was able to do.

Exams and quizzes may be proctored face to face on campus or online using remote proctoring software, such as Respondus Lock Down Browser. If using Respondus Lock Down Browser, students should contact IT for instructions on system requirements prior to the scheduled quiz or exam. If a different remote proctoring software is used, the course facilitator will provide instructions prior to the quiz or exam.

Assignment Description

- *Module A: HESI Dosage Calculation Proctored Exam*

Students will complete a proctored HESI Dosage Calculation Assignment Exam. The exam will be computer-based and administered according to the date and time posted in the course schedule. Testing policies and Procedures and lateness policy apply. Students currently have a dosage calculation practice exam and quiz available to them for practice via Evolve. Students should take both practice options until 100% is achieved.

Students must obtain a minimum score of 90% on the proctored HESI Dosage Calculation Assignment. Students will be given 60 minutes to complete the Exam. Students who do not score a 90% or better will remediate and retest once. The original grade will be entered into the gradebook. Any student not scoring a 90% or better on the proctored Dosage Calculation Exam will be referred to the Dean of Health Occupations for dismissal from the program related to unsafe medication practices.

- *Module B: Clinical Reflections and Discussion Board*

Students must answer reflective questions under the assignment tab in Blackboard pertaining to the clinical experiences by the posted deadlines in the course schedule.

Participation in the discussion board during the semester is required. Students should refer to Module B in Blackboard for additional directions and participation requirements.

- *Module C: Clinical Checklist & Participation in Clinical Post Conference(s)*

Students are expected to complete clinical checklists with their assigned Faculty Mentor and assigned facility nurse by the due date identified on the class schedule. The checklist can be found under Module C. The clinical checklist is graded on a pass/fail basis. Students must complete a minimum of half of the checklist by midterm to be considered passing at the midterm clinical evaluation discussed in the Clinical Performance Section. The checklist must be complete by the end of the semester. Checklists do not need to be turned in to faculty on a weekly basis; however, students must have the checklist available for faculty review during clinical site visits in order to verify student progress. Students should also share the checklist with the clinical nurses at all scheduled clinical shifts throughout the semester to facilitate learning in the clinical setting.

Additionally, Faculty Mentors will schedule mandatory periodic post-clinical conferences. Post-clinical conferences are considered clinical experiences and are mandatory. Students are expected to adhere to the detailed clinical standards; students must notify faculty in a timely fashion for any anticipated tardiness or absences (valid reasons must be provided for excused absences). Points will be deducted **from the student's clinical performance grade for any deviations from the standards.**

To avoid point deduction on the Detailed Clinical Standards, students must achieve a pass (75% or more completed) on the clinical checklist and 75% or better on any post clinical conference requirements.

- *Module D: Clinical Judgment Quiz*

A proctored clinical judgment quiz will be administered online via Blackboard per the course schedule, and students must score 75% or greater. The scenario-based quiz will be 15 questions in length, and a study guide will be provided to assist in preparation for the quiz. Students will be given 90 minutes to complete the quiz. Students who score less than 75 must provide corrected answers with supporting rationale to the instructor via email; a maximum grade of 75 will be entered in the gradebook for correct answers/rationale submitted. NOTE: For dosage calculation questions, students are expected to apply the Joint Commission rules regarding leading and trailing zeroes. (Refer to the Joint Commission Do Not Use List).

Students are expected to adhere to the School of Nursing Operating Policy Testing Policies and Procedures. Students must attend the designated time to take proctored quizzes/exams; students will not be admitted to the testing room late. At the discretion of the faculty and with a verifiable and valid excuse, an alternate exam/quiz may be administered, or a grade of zero may be assigned if the student is late or absent. Additionally, the student forfeits the right to attend any group test review. Late arrivals create disruption for other students taking their exams/quizzes, and this is not acceptable.

- *Module E: Data Collection Assignment*

The Data Collection Assignment is based upon the gathering of information about a client during clinical. Detailed instructions and grading criteria are located in Module E. The assignment will allow the student to explore client care through the integration of pathophysiology, collected data, and the nursing process. The due date for the data collection assignment can be located on the course schedule, and the completed assignment should be **submitted under the "Assignments" link in Blackboard.**

- *Module F: Group Concept Map Presentation*

Students will present a group concept map during a scheduled post-clinical conference (refer to course schedule for day/time). Instructions and grading criteria can be found in the Group Concept Map Presentation folder located in Blackboard under Module F. Students will NOT be provided class time to develop their group concept map, and must come to class prepared with a fully developed

presentation and ready to present. Groups and their topic should be cleared by course faculty prior to beginning work on the assignment.

- *Module G: Clinical Performance Midterm/Final*

Students are expected to adhere to the Detailed Description of Clinical Standards and will be evaluated using the PJC Clinical Evaluation Tool, which is located under Module G. Students will be **evaluated "Pass/Fail" at midterm**, and a numerical grade will be assigned for the final evaluation at the end of the course. Faculty Mentors will schedule midterm and final evaluations with students. Additionally, the Capstone Preceptor and the faculty will each have input into the evaluation tool. The final grade will be determined by the clinical faculty. To pass RNSG 2561, the student must achieve a minimum grade of 75% on the clinical evaluation.

If the student earns less than 75% on the clinical evaluation tool, the student will receive a failing grade for the entire course. If a student is unsuccessful in either RNSG 2561 or RNSG2535, the student may not progress to graduation. The student will receive a grade of F in the course in which the failure is earned. The student must withdraw from the co-requisite course(s).

- *Module H: Simulation Checkpoint*

Students will complete a simulated client scenario in the clinical simulation lab utilizing client simulators. Detailed instructions and a Prep Packet can be found in the Simulation Checkpoint folder located in Module H. Refer to grading tool posted in Blackboard for details. Double time will be awarded in clinical hours for time spent in high-fidelity simulation only, hour for hour of prep time is awarded for all other time.

Students are expected to adhere to the Detailed Description of clinical standards and will be evaluated using the evaluation tool posted in the Simulation Checkpoint folder located in the course in Module H. If a student does not earn a passing score (75 or greater), the student will need to complete an individual remediation program outlined by course faculty. Students who earn a passing score on the checkpoint may be assigned remediation for any deficiency noted by faculty during the simulation, including critical elements. Students who are not in uniform or who do not arrive on time may not be allowed to test, and at the discretion of the faculty member, may receive point deductions or a failing grade on the checkpoint.

- *Module I: Graduate Appraisal*

Clinical faculty will evaluate individual students as outlined on the Graduate Appraisal Form located under Module I. Students are expected to provide nursing care to multiple clients (actual number depends on appropriate client load for the assigned nursing unit and student proficiency level) in a safe manner, including medication administration, assessment, lab/diagnostic interpretation, education and documentation during the Capstone portion of the course.

Students are expected to adhere to the clinical standards and will be evaluated using the Graduate Appraisal form. If a student does not earn a passing score (75 or greater), the student will need to complete an individual remediation program outlined by course faculty. Additionally, one repeat evaluation at the clinical site will be scheduled. A student must earn a score of 75 on the tool to pass the course; the score entered in the grade book will be an average of the first and second attempts.

- *Module J: Clinical Expectations*

A minimum of 256 clinical hours are required for this course.

Students are expected to schedule a minimum of 1 to 2 shifts per week (12 - 24 hours total) with his or her assigned preceptor during Capstone. A week is defined as a 7-day period, beginning on Monday and ending on Sunday.

Clinical schedules are due on Sunday prior to the start of the clinical week during Capstone. Students should devise a plan prior to beginning clinical to promote completion of all required clinical hours by the deadline stated within the class schedule. Students should ensure clinical experiences are scheduled weekly throughout the semester. If the required hours are completed in advance of the stated deadline, then students should continue to schedule 1 shift each week until the semester ends to facilitate learning and promote continued competence.

- *vSim*

Students will participate in adaptive, interactive virtual simulations with integrated curriculum resources and personalized feedback. Students will complete a total of 10 virtual client simulation scenarios and other curricular content based on the National League for Nursing (NLN) Health Assessment Scenarios. Refer to course schedule for due dates. Students must complete all vSim's by the due date with a 90% or better. Any student missing any due date for vSim will have 1 point deducted per day they are late from their Final Clinical Evaluation grade.

- *Compass*

Designed to keep students focused and motivated in the period leading up to, and after, graduation, HESI Compass is a complete NCLEX preparation solution with detailed content review, case studies, customized quizzes, secure HESI exams, and a personal coach to help increase student confidence and engagement.

Additional information, and instructions will be released following midterm.

Absences from Exams

Students must notify course lead faculty of any absence before the start of the exam/quiz, following instructions provided in the syllabus for contacting faculty.

- Excused Absence: Absence from an exam/quiz may be excused only for such reasons as a family death, court-mandated appearance, and personal illness (requiring HCP documentation). Any absence must have appropriate documentation in order to be excused. The course lead faculty will make the determination of whether an absence is excused.
- Unexcused Absence: The make-up exam/quiz may be an alternative test format (i.e., short answer or essay type questions). The course leader will determine date, time, place, and type of make-up exam.
- Unexcused Absence for the final exam/quiz: No make-up exam will be scheduled for the final exam.
- Excused Absence for the final exam/quiz: the course lead faculty will determine the time of any make-up exam/quiz.

Netiquette

Netiquette includes the rules of etiquette when communicating. Guidelines for appropriate netiquette are located in the School of Nursing Student Handbook. Violations of the netiquette guidelines are considered disruptive conduct in the classroom. Disruptive conduct is defined by the school of nursing **as conduct that substantially or repeatedly interferes with the instructor's ability to teach or impedes student learning.** Distractive or inappropriate behavior in the face-to-face or online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct. Electronic communication, must be respectful and honest at all times. Any posting to the course deemed by the course faculty to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course faculty. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

Communication

Voice and email communication will be acknowledged by faculty within 36 hours (Monday - Friday). Students should also acknowledge voice and email communication within 36 hours.

Professional Writing Guidelines:

- A professional writing style is the standard for any nurse. As such, the following principles should be followed when drafting any assignment(s) or posting any comments to Blackboard:
 - All written assignments must reflect APA style and APA citation/reference guidelines (Seventh edition).
 - Absolutely no plagiarism will be tolerated. Please cite your source(s) appropriately.

Email

- Students and faculty will keep email related to course content within the course for archival purposes. While a student may choose to phone the faculty for emergencies, email within the course is the preferred method of communication.
- Faculty will read and respond to email messages within 36 hours Monday – Friday. Students are also expected to read and respond to email messages within the same stated timeframe.
- Faculty will generally use PJC email for communication with individuals or small groups.

Discussion Boards

- Questions that may benefit the class as a whole should be posted to the appropriate discussion board.
- Faculty will read and respond to discussion board postings within 36 hours Monday – Friday.
- Faculty may send out quick reminders to specific groups utilizing the discussion board.

Announcements

- Questions that may benefit the class as a whole should be posted to the discussion board.

Dress Code

Students are expected to adhere to the School of Nursing *Classroom Attire* as posted in the School of Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining the **following dress code and equipment requirements. This can directly affect the student's grade and may result in the student not passing the course.**

No cell phones may be carried during clinical for texting or calling purposes. Smartphones may be accessed for drug guide software only.

Required Resources

Alfaro-LaFevre, R. (2017) Critical thinking, clinical reasoning and clinical judgment: A practical approach (6th ed.). Philadelphia PA: Elsevier. ISBN: 978-0-3233-5890-3

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). <https://doi.org/1037/0000165-000>
ISBN: 978-032-367-6922

Ball, J. W., Bindler, R. C. & Cowen, K. J. Child health nursing: Partnering with children and families (3rd ed.). Prentice Hall
ISBN: 978-0-13-284007-1

Carpenito, L. (2016). Handbook of nursing diagnosis (15th ed.). Lippincott Williams & Wilkins.
ISBN: 978-1-4963-3839-6

Claywell, L. (2017). LPN to RN transitions (4th ed.) St. Louis, MO: Elsevier. ISBN:978-0-323-40151-7

Curren, A. M. (2020). Dimensional analysis for meds (5th ed.). Cengage Learning.
ISBN: 978-1-2841-7291-1

Davidson, M., London, M.L., & Ladewig, P.A. (2016). **Olds' maternal-newborn nursing & women's health care across the lifespan** (11th ed). New York, NY: Pearson. ISBN: 978-0-13-520688-1

Hinkle, J. L. & Cheever, K. H. (2018). Textbook of medical-surgical nursing (14th ed.). Lippincott Williams & Wilkins, ISBN: 978-197-512-446-5

Silvestri, L. A. (2020). Saunders comprehensive review for NCLEX-RN (8th ed.). ISBN: 978-10-323-3541-5

Taylor, C., Lillis, C.J. & Lemone, P. (2019). Fundamental of nursing: The art & science of nursing care (9th ed.). Lippincott Williams & Wilkins, ISBN: 978-1975-1241-51

Texas Board of Nursing: (2017) Texas nursing practice act and nursing peer review act. Retrieved from https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp

Videbeck, S. (2014). Psychiatric-mental health nursing. Lippincott Williams & Wilkins (7th ed.). Lippincott Williams & Wilkins, ISBN: 978-1-496-3570

Plagiarism and Academic Dishonesty

Plagiarism is the act of representing directly **or indirectly another person's work as his or her own. It can involve copying someone else's work in a paper without citations; quoting without acknowledging the true source of the quoted material; performing a cut and paste of work from an internet source and submitting with your name on it, submitting a paper purchased or received from another source; along with similar infractions as detailed in the PJC Workforce Training Center School of Nursing Handbook.**

In this course, there will be individual assignments and maybe group assignments. It is important that your individual assignments be completed with your thoughts alone but supported by authoritative sources through use of citations and references, following APA style. Failing to use proper citations and references, whether intentional or unintentional, is plagiarism. To do so knowingly is dishonest and not fitting the standards expected of a professional. The faculty reserve the right to select assignments to be scanned by anti-plagiarism software. Students caught submitting plagiarized work will be reprimanded at minimum and subject to receiving a zero for the assignment. The faculty and administration reserve the right to file a complaint for academic misconduct within the School for plagiarism, **and a complaint to the State's Board of Nursing for poor professional character.** For more information, refer to the School of Nursing Student Handbook, and the [Texas Administrative Code § 213.27](#).

School of Nursing Policies and Expectations

The School of Nursing Student Handbook and the general PJC Student Handbook contains information **about policies and expectations that apply throughout a student's academic life.** Additional attention is specifically required for the following policies and expectations:

- | | |
|--|--|
| Scholastic Dishonesty | Attendance |
| Practice and Procedure | Services for Students with Disabilities |
| Confidentiality | Admission Procedures: Paying attention to BLS requirements |
| Immunization Requirements | Health Policies and Physical Condition |
| Unsafe Conduct and Practice | |
| Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence | |

Paris Junior College Syllabus

Year 2021
Term Summer II
Section 205

Faculty
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Phone
email

Sarah Latham-Staton
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slatham@parisjc.edu

Course SOCI 1301

Title Introduction to Sociology

Description

This course is designed as an introduction to the science of sociology. Emphasis is given to the foundations of foundations of social life, social inequality, and social change.

The objective of this course is to provide a basic understanding of sociology concepts and theories. Throughout this course will provide opportunities for the student to expand their ability to think critically through a range of interactions and assignments.

Textbooks

Society: The Basics, John J. Macionis, 15th Edition; ISBN 9780134711409 (Older editions will also work.)

Student Learning Outcomes (SLO)

1. Demonstrate a basic understanding of the three major sociological concepts (structural functionalism, conflict theory, symbolic interaction) exhibited through weekly assignments and course exams.
2. Demonstrate an understanding and application of sociological theories to discussion topics measured by writing assignments.
3. Demonstrate the ability to think critically as measured by chapter assignments, writing assignment and exam

Schedule

Tentative Course Schedule:

Section One

- Introduction Discussion (20 pts)
- Sociology Overview

Section Two

- Introduction to Influential Sociologists
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Three

- Chapter 1: Perspective, Theory, and Method
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Four

- Chapter 2: Culture
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Five

- Chapter 4: Social Interaction
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Six

- Chapter 7: Deviance
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Seven

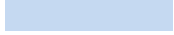
- Chapter 14: Education, Health, and Medicine
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Eight

Evaluation methods

Students are expected to read the assigned chapters and supplemental material in the above listed text and participate in class discussions and exercises. Section assignments will be worth a total of 200 points. Course is fast paced, covering roughly two sections per week; all assignments will be completed online. Section discussions posts are worth a total of 100 points. The mid-term assignment and final exam are worth 100 points. The exam will consist of multiple-choice questions covering the assigned readings and class discussions.

A = 450 - 500
B = 400 - 449
C = 350 - 399
D = 300 - 349
F = 299 or below



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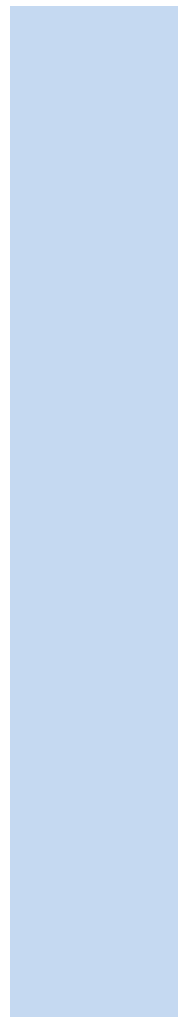
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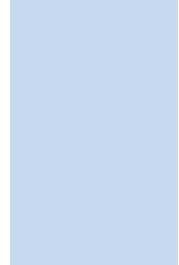
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Paris Junior College Syllabus

Year 2021
Term Summer II
Section 405

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Student Learning Outcomes (SLO)

1. Demonstrate a basic understanding of the three major sociological concepts (structural functionalism, conflict theory, symbolic interaction) exhibited through weekly assignments and course exams.
2. Demonstrate an understanding and application of sociological theories to discussion topics measured by writing assignments.
3. Demonstrate the ability to think critically as measured by chapter assignments, writing assignment and exam

Schedule

Tentative Course Schedule:

Section One

- Introduction Discussion (20 pts)
- Sociology Overview

Section Two

- Introduction to Influential Sociologists
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Three

- Chapter 1: Perspective, Theory, and Method
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Four

- Chapter 2: Culture
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Five

- Chapter 4: Social Interaction
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Six

- Chapter 7: Deviance
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Seven

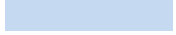
- Chapter 14: Education, Health, and Medicine
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Eight

Evaluation methods

Students are expected to read the assigned chapters and supplemental material in the above listed text and participate in class discussions and exercises. Section assignments will be worth a total of 200 points. Course is fast paced, covering roughly two sections per week; all assignments will be completed online. Section discussions posts are worth a total of 100 points. The mid-term assignment and final exam are worth 100 points. The exam will consist of multiple-choice questions covering the assigned readings and class discussions.

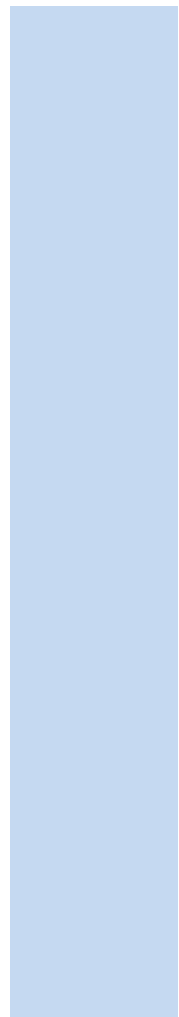
- A = 450 - 500
- B = 400 - 449
- C = 350 - 399
- D = 300 - 349
- F = 299 or below



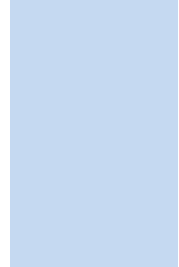
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Paris Junior College Syllabus
Year 2021
Term Summer II
Section 205

Faculty Jon Rutherford
Office Frank Grimes A104E
Phone 903-782-0721
email jrutherford@parisjc.edu

Course SOCI 1306.205

Title Social Problems

Description

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, and family problems.

Textbooks

Social Problems. (custom text) by Eitzen & Baca Zinn Pierson, 2018. ISBN: 9781323856772

Student Learning Outcomes (SLO)

1. Describe how the sociological imagination can be used to explain the emergence and implications of contemporary social problems. 2. Explain the nature of social problems from at least one sociological perspective, e.g, critical, functional, interpretive. 3. Identify multi-dimensional aspects of social problems including the global, political, economic, and cultural

Schedule

Week 1- Introduction, Chapter 1, Begin Chapter 2.
Week 2- Chapter 2, Chapter 3, Begin Chapter 4.
Week 3- Chapter 4, Chapter 5, Major Unit Exam.
Week 4- Chapter 6, Chapter 7, Begin Chapter 9.
Week 5- Chapter 9, Chapter 11, Begin Chapter 12.
Week 6- Chapter 12, Final Exam
Week 7-
Week 8-
Week 9-
Week 10-
Week 11-
Week 12-
Week 13-
Week 14-
Week 15-
Week 16-

Evaluation methods

Two 50-question, objective, major unit exams. 10-question, objective, multiple-choice quizzes.
Discussion postings.

Paris Junior College Syllabus

Year 2021

Term Summer II

Section 205

Faculty

Office

Phone

email

Mayra Camacho Cummings

SSC Office 111

903.885.1232 ext. 2209

mcummings@parisjc.edu

Course SPAN 1412

Title Beginning Spanish II

Description

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. ONLINE COURSE SPAN 1412 requires for students to upload and attach audio and video files for assignments/quizzes/laboratory/exams.

Textbooks

M. Knorre, T. Dorwick, A. Pérez-Gironés, W. Glass, and H. Villareal. Puntos de Partida, 9th edition. Boston: McGraw-Hill, 2009. ISBN: 978-0-07-338541-9
This is an online course. Must submit audio/video attachments.

Student Learning Outcomes (SLO)

1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the past.
2. Demonstrate understanding of level-appropriate spoken Spanish produced by Spanish speakers of diverse origins.
3. Write simple to moderately complex sentences using level-appropriate grammatical structures and organize them into cohesive paragraphs.
4. Read and comprehend level-appropriate authentic texts.
5. Identify and discuss traditions, customs and values of the Hispanic world.
6. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

Schedule

Week 1- REPASO/REVIEW Capitulo Ante Todo,1,2,3,4,5,6
Lesson 1- Capítulo 7 De vacaciones
Lesson1- Capítulo 7 De Vacaciones
Lessonk 2- Capítulo 8 Los dias festivos
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Lesson 2-Capítulo 8 Los dias festivos
Lesson 2- Capítulo 9 El tiempo libre
Lesson 3- Capítulo 9 El tiempo libre
Lesson 4- Capítulo 10 La salud
Lesson 4- Capítulo 10 La salud
Lesson 4- Capítulo 11 Las presiones de la vida moderna
Lesson 5- Capítulo 11 Las presiones de la vida moderna
Lesson 5- Capítulo 12 La calidad de la vida
Lesson 5- Capítulo 12 La calidad de la vida
Lesson 5- REPASO FINAL Capítulos 7,8,9,10,11,12
Lesson 6- Final Exam

Evaluation methods

Student is graded on a 100 point scale	
.Participation/Attendance	20%
Chapter Exams	30%
Assignments & Presentation	20%
Comprehensive Semester Exam	30%
Total	100%

Paris Junior College Syllabus
Year 2021
Term Summer I
Section 205

Faculty Mayra Camacho Cummings
Office SSC Office C
Phone 903.885.1232 ext 2209
email mcummings@parisjc.edu

Course SPAN 2312

Title SPAN 2312 Intermediate Spanish II (4th semester Spanish)

Description

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Approval of instructor needed if taken out of sequence or student needs a second year language requirement.

Textbooks

M. Knorre, T. Dorwick, A. Pérez-Gironés, W. Glass, and H. Villareal. Puntos de Partida, 9th edition. Boston: McGraw-Hill, 2009. ISBN: 978-0-07-338541-9
ISBN 978 007 353 442 This is an online course. Must submit audio/video attachments.

Student Learning Outcomes (SLO)

1. Demonstrate comprehension of authentic spoken discourse produced by Spanish speakers of diverse origins.
2. Produce oral Spanish comprehensible to native speakers using complex grammatical structures to narrate, describe and elicit information.

Schedule

SPAN 2312 Spanish Verb Tenses
Lesson 1 Introduction/Review Present Tense
Lesson 1 Imperfect
Lesson 1 Preterit Culture
Lesson 1 Subjunctive-emotion & ojalá
Lesson 2 Subjunctive to express uncertain, doubtful or hypothetical situations Lesson
2 Subjunctive clauses Culture Lesson 2
Se -Intro to Hispanic Authors Reading of short stories
Lesson 3 Past participle Culture
Lesson 3 Future tense
Lesson3 Conditional Hispanic Authors Reading of short stories Lesson 4
Present perfect subjunctive Culture
Lesson 4 Imperfect subjunctive
Lesson 5 Presentation I
Lesson 5 Review
Lesson 5 Presentation II
Lesson 6 Final Exam

Evaluation methods

Student will be graded upon a 100-point scale:

Participation/Attendance	20%
Assignments (Wkbk/La b Manual, Quizzes)	20%
Chapter Exams/Final Exam (3)	30%
Oral Presentation	30%
	Total 100%

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Norman Gilbert
Office WTC 1046
Phone 903-782-0734
email ngilbert@parisjc.edu

Course SRGT 1405

Title Introduction to Surgical Technology

Description Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

Textbooks Surgical Technology for the Surgical Technologist: A Positive Care Approach (5th ed., 2017), and Study Guide (workbook) to accompany the textbook, Surgical Technology for the Surgical Technologist: A Positive Care Approach, Cengage Delmar publisher.
Available as bundle, ISBN: 978-133-758-4876
Phillips and Sedlak (2018), Surgical Instrumentation, (2nd ed.) Delmar Cengage, ISBN: 978-1-285-18253-7
Choose one of two Dictionaries:
Mosby, (2013), Mosby's Dictionary of Medicine, Nursing & Health Professions, (9th ed. or newer) Mosby-Elsevier, ISBN: 978-0-3230-7403-3-2
Venes, (2013), Taber's Cyclopedic Medical Dictionary, (22nd ed. or newer), FA Davis, ISBN: 978-0-8036-2977-6

Student Learning Outcomes (SLO)
Upon completion of this program, it is expected that a graduate will be able to:
1. Explain the physical, interpersonal, and ethical aspects of the operating room environment.
2. Relate basic concepts of surgical pharmacology and anesthesia.
3. Identify and demonstrate patient care concepts including the psychosocial needs of the client.
4. Identify and describe terminology and theories associated with the surgical environment.
5. Distinguish varied job roles of surgical personnel and their responsibilities including professional, legal and ethical aspects.
6. Identify and demonstrate an understanding of different types of health care facilities.

Schedule
Week 1: Orientation/Syllabus/Handbook/Physical
Week 2-3: Unit I (textbook Chapters 1 and 2) Orientation to Surgical Technology; History of Surgery; Surgical Team Members; Standards of Conduct, Professionalism; and Hospital Organization, Legal Environment; Risk Management; Ethics; Scope of Practice
Week 4-5: Unit II (textbook Chapters 5); Physical Environment and Safety Standards
Week 6: Hospital Tour and Clinical Observation
Week 7-8: Unit III (textbook Chapters 3-4); The Surgical Patient and Special Populations
Week 9-10: Unit IV (textbook Chapter 8 & 13); Emergency Situations and All-Hazard Preparation, Diagnostic Procedures; Vital Signs; Laboratory Studies; and Surgical Specimens
Week 11: Unit V (textbook Chapter 9); Surgical Pharmacology and Anesthesia
Week 12: Skills Lab; Competency Evaluation
Week 13: Skills Lab; Competency Evaluation
Week 14: FINAL EXAM

Evaluation methods

5 Unit Examinations (averaged) 65% of course grade
Daily Grades (avg.): workbook assignments, quizzes, etc. 20% of course grade
Comprehensive Final Examination 15% of course grade

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Norman Gilbert
Office WTC 1046
Phone 903-782-0734
email ngilbert@parisjc.edu

Course SRGT 1409

Title Perioperative Concepts and Aseptic Technique

Description In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and management of the sterile field.

Textbooks Same as used in concurrent course, SRGT1405:
Surgical Technology for the Surgical Technologist: A Positive Care Approach (5th ed., 2017), and Study Guide (workbook) to accompany the textbook, Surgical Technology for the Surgical Technologist: A Positive Care Approach, Cengage Delmar publisher.
Available as bundle, ISBN: 978-133-758-4876
Phillips and Sedlak (2018), Surgical Instrumentation, (2nd ed.) Delmar Cengage, ISBN: 978-1-285-18253-7
Choose one of two Dictionaries:
Mosby, (2013), Mosby's Dictionary of Medicine, Nursing & Health Professions, (9th ed. or newer) Mosby-Elsevier, ISBN: 978-0-3230-7403-3-2
Venes, (2013), Taber's Cyclopedic Medical Dictionary, (22nd ed. or newer), FA Davis, ISBN: 978-0-8036-2977-6

Student Learning Outcomes (SLO)
Upon completion of this program, it is expected that a graduate will be able to:
1. Identify and demonstrate principles and practices of aseptic techniques.
2. Explain infectious processes and concepts of wound healing.
3. Maintain a sterile field utilizing basic case preparation and procedures.
4. Identify basic instruments, equipment and supplies by type and function.
5. Demonstrate the care, handling and assembly of basic instruments, equipment and supplies in the operating room.

Schedule
Week 1- Orientation; Syllabus/Handbook Review
Week 2-3: Unit I (textbook Chapter 10); Instrumentation, Equipment and Supplies, Skills LAB
Week 4-5: Unit II (textbook Chapter 7); Preventing Perioperative Disease Transmission; Microbiology of Surgical Site Infection; Decontamination and Sterilization; Principles of Asepsis, Skills LAB
Week 6: Hospital Tour and Clinical Observation
Week 7-8: Unit III (textbook Chapter 12); Surgical Case Management; Perioperative Routines; Patient Transport and Positioning; Skin Prep; OR Attire; Sterile Fields; Draping; Turnover, Skills LAB
Week 9-10: Unit IV (textbook Chapter 11); Wound Healing, Sutures/Needles and Stapling Devices, Skills LAB; Clinical Observation
Week 11: Unit V (textbook Chapter 6); Biomedical Sciences; Minimally Invasive Surgery; LASER applications; Robotics, Skills LAB; Clinical Observation
Week 12: Skills Lab; Clinical Observation
Week 13: Skills Lab; Skills Competency Evaluation
Week 14: Skills Competency Evaluation; FINAL Exam

Evaluation methods

4-5 Unit Examinations (averaged) 50% of course grade

Lab Skills and Daily Grades (avg.): workbook assignments, quizzes, etc. 10% of course grade

Two-part Comprehensive Final Examination, 40% of course grade, including Pre-Clinical Skills

Practicum requiring 75% minimum score.

Paris Junior College Syllabus
Year 2020-2021
Term SUMMER
Section 185

Faculty Norman Gilbert
Office WTC 1046
Phone 903-782-0734
email ngilbert@parisjc.edu

Course SRGT 1441

Title Surgical Procedures I

Description

Introduction to surgical procedures and related pathologies. Emphasis on surgical procedures related to general, obstetrics/gynecology, genitourinary, otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for perioperative patient care.

Textbooks

Surgical Technology for the Surgical Technologist A Positive Care Approach and Study Guide, 2017, 5th ed. Caruthers, Delmar Publishing. ISBN: 978-1-305-95641-4 (includes Textbook w/Study guide workbook)
Differentiating Surgical Instruments, 2nd ed., 2012. Rutherford, FA Davis Publishing. ISBN: 978-0-8036-2545-7
Medical Dictionary: Either, Mosby's Medical, Nursing, & Allied Health Dictionary, ISBN: 0-323-01430-5, or Taber's Cyclopedic Medical Dictionary, ISBN: 0-8036-1207-9 (any recent edition).

Student Learning Outcomes (SLO)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Schedule

Week 1: Orientation, General Surgery
Week 2: General Surgery continued
Week 3: General Surgery continued
Week 4: Exam General Surgery, Begin Orthopedics
Week 5: Orthopedics continued
Week 6: Exam Orthopedics, Begin OB/GYN
Week 7: OB/GYN continued
Week 8: Exam OB/GYN, Begin Eye/ENT
Week 9: Eye/ENT continued
Week 10: Exam Eye/ENT, Begin Urology
Week 11: Urology continued
Week 12: Exam Urology
Week 13: Review Topics
Week 14: FINAL Exam

Evaluation methods

In order to pass SRGT 1441, the student must achieve a final-grade computation of 75% or higher.

The final grade average will consist of:

5 Exams (averaged) 60%

Daily Grades (averaged) 20%

Comprehensive Final Exam 20%

Daily grades may consist of written assignments, critical thinking exercises, lab exercises, and unannounced quizzes (if you are absent, an unannounced quiz can not be made up) and computer exercises.

Late assignments will have 10 points deducted for every class day that it is late, unless excused absence is documented.

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams will be fill-in the blank or essay.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Norman Gilbert
Office WTC 1046
Phone 903-782-0734
email ngilbert@parisjc.edu

Course SRGT 2461

Title Clinical - Surgical Technology/Technologist

Description A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Textbooks Surgical Technology for the Surgical Technologist A Positive Care Approach and Study Guide, 2017, 5th ed. Caruthers, Delmar Publishing. ISBN: 9781337584876 (includes Textbook w/Study guide workbook and electronic Access Code)
Differentiating Surgical Instruments, 2nd ed., 2012. Rutherford, FA Davis Publishing. ISBN: 978-0-8036-2545-7
Medical Dictionary: Either, Mosby's Medical, Nursing, & Allied Health Dictionary, ISBN: 0-323-01430-5, or Taber's Cyclopedic Medical Dictionary, ISBN: 0-8036-1207-9 (any recent edition).

Student Learning Outcomes (SLO) As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal

Schedule
Week 1 No clinical attendance (orientation site-visits)
Week 2-5 Clinical site attendance (rotation 1) per student schedule
Week 6-9 Clinical site attendance (rotation 2) per student schedule
Week 10-13 Clinical attendance (rotation 3) per student schedule
Week 14 Clinical attendance/ make-up days; FINAL Exam

Evaluation methods Clinical grade computation is determined by over-all participation (number of cases scrubbed, minimum 120), reported scrub-roles (observation, with-assistance, solo), observation-based skills-evaluation (preceptor/instructor), and average of graded assignments (instructor). In order to pass SRGT 2461, the student must achieve a final average-grade of 75 or higher. The final grade average will consist of:
Instructor evaluation of skills 35% of course grade
Preceptor evaluation of skills 45% of course grade
Instructor assignments (avg.) 20% of course grade



Licensed Vocational Nursing
Certificate

Paris Junior College
Paris, Texas

VNSG1122
Vocational Nursing Concepts

Course Syllabus
Summer, 2021

Course Description

VNSG1122 (1 Semester credit hours, 1 Didactic, 1 Laboratory)

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. The course will also include an introduction to the personal adjustments essential to the vocational nurse's development. Co-requisites include: VNSG: 1400, 1323, 1136, 1231 & 1160.

Objectives

Upon successful completion of this course, the student will be able to:

1. Demonstrate knowledge of the Texas Nurse Practice Act, Texas BON rules, and all federal, state, and local government and accreditation organization requirements that emphasizes safety. (BON DECS: I: A, B, C, D; II: D; III: A, B, E)
2. Identify the role of the licensed vocational nurse. (BON DECS: I: A, D; III: A, C, D, E, F; IV: F, G)
3. Identify the relationship between the standards of nursing practice and the role of the vocational nurse as a member of an interprofessional team. (BON DECS: I: A, B, D; II: C, D, E, H; III: D; IV: A, D, F, G)
4. Discuss the personal adjustments essential to the development of the vocational nurse. (BON DECS: I: B, C, D; III: A, D, E, F; IV: E, G)
5. Discuss the legal and ethical responsibilities in vocational nursing practice. (BON DECS: I: A; II: A, B, E; IV: E, F, G)

Major Concepts: Professional Identity; Clinical Judgment; Ethics; Communication; Collaboration; Safety

COVID-19

Paris Junior College will continue to monitor and assess the COVID-19 impact on our community and the safety of all PJC community members (students, faculty and staff) and campus visitors. PJC may adjust hours, services and instructional modes as necessitated by the pandemic. We all need to be fully prepared for changes in daily practices to keep us healthy and our campus safe.

STRICT ADHERENCE TO THE FOLLOWING WILL BE IN PLACE EFFECTIVE AUGUST 1, 2020

- Anyone on PJC campus/Property must wear a mask/face covering that covers the wearer's nose and mouth. Face covering can be disposable or cloth.
- Anyone on PJC campus/property will be expected to observe social distancing practices as outlined by facility signs and instructions.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette. Students will be provided training on these topics.
- Students will be expected to pick up a disinfecting wipe upon entering a classroom or laboratory and disinfect their workstation prior to sitting/use.

PJC will continue to monitor the pandemic for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for updates that may affect you.

Course Attendance

Class attendance is critical for the successful completion of this course. The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, July 29, 2021.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom, laboratory, or clinical setting. No obscene/vulgar language will be permitted. Faculty reserve the right to drop a student for violations of the Student Conduct rules as listed in the general PJC Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in an honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Dean of Health Occupations for disciplinary action such as dismissal from the college. The student(s) will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. See the general PJC Student Handbook for additional details for Academic Honesty AKA Scholastic Dishonesty.

Nursing Faculty

Lead Faculty:

Dani Gerhardt, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0745
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Course Facilitators:

Casey Escobedo, BSN, RN
Instructor: Classroom/Clinical/Simulation
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Jenny Sullivan, BS, ADN, RN
Instructor: Classroom/Clinical/Simulation
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Brad Bolton, BSN, RN
Instructor: Classroom/Clinical/Simulation
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Office: 1028
Email: bbolton@parisjc.edu

Faculty Office Hours

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing, Rebecca Harris (903-782-0734).

Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
Christine Moore Case Study	5%
Personal Identity Poster Board	5%
Collaboration Ted Talk	5%
APA Discussion Board	5%
Exam 1	30%
Exam 2	30%
(4) Pass to Class Quizzes	5%/20%

***ALL COURSE COMPONENT ARE MANDATORY**

Grading Scale

- A = 89.5-100
- B = 80.5-89.4
- C = 74.5-80.4
- D = 69-74.4
- F = 68 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student’s grade may result in an incomplete or a failure.

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals with disabilities. PJC will adhere to all applicable federal, state and local laws, regulations, and guidelines concerning providing reasonable accommodations as required to afford the equal educational opportunity. The student’s responsibility is to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Rounding of Final Grade

Faculty may round final grades in alignment with the American Standard for Testing and Materials (ASTM) International Standards, which allow for ‘rounding only after all calculations leading to the final result are completed.’ Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the “five-up” rule allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy. Rule retrieved from https://www.astm.org/SNEWS/SO_2008/datapoints_so08.html

Course components will be considered late if submitted after the deadline identified on the class schedule. Assignments may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after the three days, and a zero will placed into the gradebook.

No extra credit will be offered.

Remediation/Success Program

Students who cannot satisfactorily meet course requirements, course standards, objectives, or score less than 80 on any component of the course could be referred for remediation. Students can self-refer or be referred by faculty for reasons other than scores below 80 to enhance student success in the program. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Assignment Description

- Unit/Final Exams
Unit exams will consist of a minimum of 50 questions divided among the lecture content as determined by the faculty. The final exam will have a minimum of 50 questions. Each question is allotted 1.5 minutes of test time. Refer to course schedule for dates and times.

Items for Exam Days: Laptop w/Respondus loaded

Pen/Pencil

Student is held accountable for following Testing Policy.

The weighted average of the exams (unit and final) MUST be 75% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75%, the student will receive the grade of "D" for the course regardless of any other grade(s).

Test Review

Test reviews will be conducted after all students have completed the exam and item analysis has been completed. Students may request a one-on-one

Netiquette

Netiquette includes the rules of etiquette when communicating. Guidelines for appropriate netiquette are located in the School of Nursing Student Handbook. Violations of the netiquette guidelines are considered disruptive conduct in the classroom. Disruptive conduct is defined by the school of nursing as conduct that substantially or repeatedly interferes with the instructor's ability to teach or impedes student learning. Distractive or inappropriate behavior in the face-to-face or online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct. Electronic communication, must be respectful and honest at all times. Any posting to the course deemed by the course faculty to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course faculty. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

Communication

Voice and email communication will be acknowledged by faculty within 36 hours (Monday - Friday). Students should also acknowledge voice and email communication within 36 hours.

Lab/Clinical-Related Communication:

- **If unable to attend lab or clinical**, notify faculty two hours before scheduled lab or clinical via telephone. If no response, leave a message.

Professional Writing Guidelines:

- A professional writing style is the standard for any nurse. As such, the following principles should be followed when drafting any assignment(s) or posting any comments to Blackboard:
 - All written assignments must reflect APA style and APA citation/reference guidelines (Seventh edition).
 - Absolutely no plagiarism will be tolerated. Please cite your source(s) appropriately.

Email

- Students and faculty will keep email related to course content within the course for archival purposes. While a student may choose to phone the faculty for emergencies, email within the course is the preferred method of communication.
- Faculty will read and respond to email messages within 36 hours Monday – Friday. Students are also expected to read and respond to email messages within the same stated timeframe.
- Faculty will generally use PJC email for communication with individuals or small groups.

Discussion Boards

- Questions that may benefit the class as a whole should be posted to the appropriate discussion board.
- Faculty will read and respond to discussion board postings within 36 hours Monday – Friday.
- Faculty may send out quick reminders to specific groups utilizing the discussion board.

Announcements

- Questions that may benefit the class as a whole should be posted as an announcement.

Dress Code

Students are expected to adhere to the School of Nursing *Classroom Attire* as posted in the School of Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining the following dress code and equipment requirements. This can directly affect the student's grade and may result in the student not passing the course.

Required Resources for Hospital Clinical and/or Simulation Center Settings

Equipment:	Stethoscope, Watch (with second hand preferred), Penlight, Drug Guide Reference, Scissors, Pen and Pad
Uniform:	The uniform shall be the official PJC School of Nursing uniform (LVN: Hunter green scrub top and pant). The uniform shall be clean, wrinkle-free, and without needed repair and according to health care facility rules/guidelines. Full white hose if wearing a skirt. Scrub tops must come to hips and hang loosely. Uniform skirt should be at least mid-knee and drape comfortably in a non-restrictive fashion. Scrub pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing. A plain long-sleeve white top may be worn underneath a green scrub top (no thermal undershirts)

Shoes:	Shoes should be clean, comfortable, and conservative. If tie shoes are desired, shoe strings must be clean, in good repair, and tied. (Glen Oaks does not allow clogs to be worn)
Lab Coat:	The LVN and ADN student may purchase a plain white laboratory coat as part of the uniform. Lab coats should be clean, and wrinkle-free.
School Identification Badge:	These items must be worn with the uniform or the lab jacket in all clinical settings. A badge should be worn on the uniform top. No other badges may be worn. Texas Nursing Student Association members are permitted to wear their organization pin on the left collar or just below their identification badge on the left side.
Hair:	The student's hair must be clean. A student with long hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level, or that may dangle onto a client or treatment surface.
Makeup:	Wear in moderation: no bright lipsticks, blush, or eye shadow.
Nails:	Nails must be clean and well groomed. Artificial nails are not acceptable. Nails need to be short. Polish, if worn, must be a natural/neutral color.
Perfume/After Shave:	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.
Piercing/Tattoo:	Jewelry worn with the student uniform will be limited to a watch with a second hand, no more than two non-ornamental rings, and a small pair of pierced ear studs. The rings should be such that they do not present a danger to the safety of the client. A student may be required to tape or remove rings in certain areas. Only one set of ear studs may be worn. No neck jewelry may be worn with student uniforms. Tattoos must be covered or not visible during clinical.
Additional:	Additional requirements based on clinical agency policy will be communicated by faculty.

Cell phones may be carried during clinical for drug guide and lab value reference use only.

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Plagiarism and Academic Dishonesty

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In this course, there will be individual assignments and maybe group assignments. It is important that your individual assignments be completed with your thoughts alone but supported by authoritative sources through the use of citations and references, following APA style. Failing to use proper citations and references, whether intentional or unintentional, is plagiarism. To do so knowingly is dishonest and not fitting the standards expected of a professional. The faculty reserve the right to select assignments to be scanned by anti-plagiarism software. Students caught submitting plagiarized work will be reprimanded at minimum and subject to receiving a zero for the assignment. The faculty and administration reserve the right to file a complaint for academic misconduct within the School for plagiarism, and a complaint to the State's Board of Nursing for poor professional character. For more information, refer to the School of Nursing Student Handbook, and the [Texas Administrative Code § 213.27](#).

School of Nursing Policies and Expectations

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Scholastic Dishonesty	Attendance
Practice and Procedure	Services for Students with Disabilities
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Unsafe Conduct and Practice	
Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence	



Licensed Vocational Nursing
Certificate

Paris Junior College
Paris, Texas

VNSG1136
Mental Health

Course Syllabus
Summer, 2021

Course Description

VNSG1136 (1 Semester credit hours, 1 Didactic, 1 Laboratory)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Co-requisites include: VNSG: 1400, 1323, 1122, 1231 & 1160.

Objectives

Course Objectives:

1. Identify the characteristics of positive mental health. (BON DECS: II: A, B, C, F)
2. Identify the coping mechanisms utilized by individuals to alleviate stress and anxiety. (BON DECS: II: A, B, C, F)
3. Demonstrate therapeutic communication skills. (BON DECS: I: C, D; II: A, D; IV: A, B)
4. Analyze the psychosocial, cultural, behavioral, and spiritual dimensions considered when designing and implementing nursing care of clients experiencing altered mental health states. (BON DECS: I: A; II: B, G; III: B; IV: B, C)
5. Examine pharmacological and non-pharmacological therapies with clients experiencing altered mental health. (BON DECS: I: C; II: A, B, D; III: B)
6. Examine legal and ethical considerations related to the care of individuals, groups, and families experiencing altered states of mental health. (BON DECS: I: A, D; II: E; III: A, E)
7. Demonstrate the application of nursing care standards, evidence-based nursing practice, and client education related to safe and effective mental health care. (BON DECS: I: A, B, C, D; II: A, B, C, D, E, F, G, F, G, H; III: A, B, C, E; IV: A, B, C, D, E)

Major Concepts: Spirituality; Adherence; Communication; Collaboration; Evidence; Population Health

COVID-19

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STRICT ADHERENCE TO THE FOLLOWING WILL BE IN PLACE EFFECTIVE AUGUST 1, 2020

- Anyone on PJC campus/Property must wear a mask/face covering that covers the wearer's nose and mouth. Face covering can be disposable or cloth.
- Anyone on PJC campus/property will be expected to observe social distancing practices as outlined by facility signs and instructions.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette. Students will be provided training on these topics.
- Students will be expected to pick up a disinfecting wipe upon entering a classroom or laboratory and disinfect their workstation prior to sitting/use.

PJC will continue to monitor the pandemic for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for updates that may affect you.

Course Attendance

Class attendance is critical for the successful completion of this course. The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, July 29, 2021.

- General Expectations
 - Regular class attendance and participation is expected of all students (see Nursing Student Handbook)
 - No children are allowed in class or to be left alone in the lobby of the Bobby Walters Workforce Training Center
 - Students are responsible for all missed course information

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom, laboratory, or clinical setting. No obscene/vulgar language will be permitted. Faculty reserve the right to drop a student for violations of the Student Conduct rules as listed in the general PJC Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in an honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Dean of Health Occupations for disciplinary action such as dismissal from the college. The student(s) will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. See the general PJC Student Handbook for additional details for Academic Honesty AKA Scholastic Dishonesty.

Nursing Faculty

Lead Faculty:

Dani Gerhardt, BSN, RN
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Course Facilitators:

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Jenny Sullivan, BS, ADN, RN
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Tammy Goodman, JM, BSN, RN
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Faculty Office Hours

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing, Rebbecca Harris (903-782-0734).

Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
Pass-To-Class (5 @ 5% each)	25%
ShadowHealth (3 @ 10% each)	30%
Tonier Cain video w/reflections	10%
HESI Practice (4 @ 7.5% each)	30%
HESI Mental Health Predictor	5%

***ALL COURSE COMPONENT ARE MANDATORY**

Grading Scale

- A = 89.5-100
- B = 80.5-89.4
- C = 74.5-80.4
- D = 69-74.4
- F = 68 or below

All course components must be completed to receive full credit for the course. If any components are **omitted or not completed, the student's grade may result in an incomplete or a failure.**

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals with disabilities. PJC will adhere to all applicable federal, state and local laws, regulations, and guidelines concerning providing reasonable accommodations as required to afford the equal educational opportunity. The student's responsibility is to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Rounding of Final Grade

Faculty may round final grades in alignment with the American Standard for Testing and Materials (ASTM) International Standards, which allow for 'rounding only after all calculations leading to the final result are completed.' Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the "five-up" rule allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy. Rule retrieved from https://www.astm.org/SNEWS/SO_2008/datapoints_so08.html

Course components will be considered late if submitted after the deadline identified on the class schedule. Assignments may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after the three days, and a zero will placed into the gradebook.

No extra credit will be offered.

Remediation/Success Program

Students who cannot satisfactorily meet course requirements, course standards, objectives, or score less than 80 on any component of the course could be referred for remediation. Students can self-refer or be referred by faculty for reasons other than scores below 80 to enhance student success in the program. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Paris Junior College Nursing Program utilizes Health Education Systems, Inc. (HESI) learning materials (study materials, tutorials, practice exams, and proctored assessments) to guide and assess mastery of nursing content necessary for entry into practice. Specific HESI activities and grading guidelines are outlined in the *HESI Testing and Remediation Policy* located in Blackboard under Course Documents. Students must print the policy, sign, date, and return it to their faculty to be placed into their file in the Health Occupations office.

Assignment Description

- *Pass-To-Class*

Students will be required to complete pass-to-class assignments as a precursor to attending class for the day. If a student arrives to class without assignment complete, they will be asked to complete the assignment outside of the classroom before entry is granted. Refer to course schedule for due dates, and Assignment Instructions in Blackboard for details.

- *ShadowHealth*

ShadowHealth is a set of interactive client cases that level up in complexity to provide unique learning opportunities as you gain more knowledge in your course. Each scenario is designed for progressive learning, so you will complete activities and exercises tailored to your abilities while still gaining exposure to clients who are as realistic and complex as any you will encounter in clinicals. The grade that you turn in by the due date will be the grade entered into the gradebook; however, you are required to meet a 90% benchmark on these assignments by the end of the course. Registration directions: <http://link.shadowhealth.com/Howto-Register>. If you already have a ShadowHealth account, you do not need to register for an additional student account. To add a course to your existing account log in and follow these instructions: <http://link.shadowhealth.com/How-to-Add-a-Course>. Enter Course PIN: ?

- *Tonier Cain Video w/Reflections*

Students will be required to view the Tonier Cain video and respond accordingly to reflection questions (video link and reflection questions found in Assignment instructions).

- *HESI Practice Exams/Quizzes*

HESI PN Practice Tests are pre-built exams designed to assess knowledge and concepts learned while also introducing students to standardized testing with NCLEX-PN® examination-style questions. HESI practice exams/quizzes include over 1800 multiple-choice and alternate-item format practice questions written at the application level. All HESI VN practice materials must be completed with the benchmark of 80% (following HESI best-practice).

Students should refer to the HESI Test and Remediation policy found in Blackboard under *SON Policies*.

Refer to the course schedule for due dates.

- *HESI Mental Health Predictor*

HESI specialty exams provide standardized assessment data in real time to be able to assist students throughout the curriculum. This assessment data provides an opportunity for faculty to develop independent action plans based on identified student need.

VNSG 1136 includes a Mental Health proctored predictor specialty exam and will be worth 7.5% of the overall weighted grade.

Students should refer to the HESI Test and Remediation policy found in Blackboard under *SON Policies*.

Absences from Exams

Students must notify course lead faculty of any absence before the start of the exam, following instructions provided in the syllabus for contacting faculty.

- Excused Absence: Absence from an exam may be excused only for such reasons as a family death, court-mandated appearance, and personal illness (requiring HCP documentation). Any absence must have appropriate documentation in order to be excused. The course lead faculty will make the determination of whether an absence is excused.
- Unexcused Absence: The make-up exam may be an alternative test format (i.e., short answer or essay type questions). The course leader will determine date, time, place, and type of make-up exam.
- Unexcused Absence for the final exam: No make-up exam will be scheduled and the student will receive a 0 (Zero) for the exam.
- Excused Absence for the final exam: The course lead faculty will determine the time of any make-up exam.

Netiquette

Netiquette includes the rules of etiquette when communicating. Guidelines for appropriate netiquette are located in the School of Nursing Student Handbook. Violations of the netiquette guidelines are considered disruptive conduct in the classroom. Disruptive conduct is defined by the school of nursing **as conduct that substantially or repeatedly interferes with the instructor's ability to teach or impedes student learning**. Distractive or inappropriate behavior in the face-to-face or online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct. Electronic communication, must be respectful and honest at all times. Any posting to the course deemed by the course faculty to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course faculty. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

Communication

Voice and email communication will be acknowledged by faculty within 36 hours (Monday - Friday). Students should also acknowledge voice and email communication within 36 hours.

Lab/Clinical-Related Communication:

- *If unable to attend lab or clinical*, notify faculty two hours before scheduled lab or clinical via telephone. If no response, leave a message.

Professional Writing Guidelines:

- A professional writing style is the standard for any nurse. As such, the following principles should be followed when drafting any assignment(s) or posting any comments to Blackboard:
 - All written assignments must reflect APA style and APA citation/reference guidelines (Seventh edition).
 - Absolutely no plagiarism will be tolerated. Please cite your source(s) appropriately.

Email

- Students and faculty will keep email related to course content within the course for archival purposes. While a student may choose to phone the faculty for emergencies, email within the course is the preferred method of communication.
- Faculty will read and respond to email messages within 36 hours Monday – Friday. Students are also expected to read and respond to email messages within the same stated timeframe.
- Faculty will generally use PJC email for communication with individuals or small groups.

Discussion Boards

- Questions that may benefit the class as a whole should be posted to the appropriate discussion board.
- Faculty will read and respond to discussion board postings within 36 hours Monday – Friday.
- Faculty may send out quick reminders to specific groups utilizing the discussion board.

Announcements

- Questions that may benefit the class as a whole should be posted as an announcement.

Dress Code

Students are expected to adhere to the School of Nursing *Classroom Attire* as posted in the School of Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining the following dress code and equipment requirements. This can directly affect **the student's grade and** may result in the student not passing the course.

Required Resources for Hospital Clinical and/or Simulation Center Settings

Equipment:	Stethoscope, Watch (with second hand preferred), Penlight, Drug Guide Reference, Scissors, Pen and Pad
Uniform:	The uniform shall be the official PJC School of Nursing uniform (LVN: Hunter green scrub top and pant). The uniform shall be clean, wrinkle-free, and without needed repair and according to health care facility rules/guidelines. Full white hose if wearing a skirt. Scrub tops must come to hips and hang loosely. Uniform skirt should be at least mid-knee and drape comfortably in a non-restrictive fashion. Scrub pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing. A plain long-sleeve white top may be worn underneath a green scrub top (no thermal undershirts)
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Licensed Vocational Nursing
Certificate

Paris Junior College
Paris, Texas

VNSG1160
Clinical I

Course Syllabus
Summer, 2021

Course Description

VNSG1160 (1 Semester credit hours, 1 Didactic, 6 Clinical)

A health-related work-based learning experience enabling the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Co-requisites include: VNSG: 1400, 1122, 1323, 1136 & 1231.

Objectives

Upon successful completion of this course, the student will be able to:

1. Explain differences between the vocational nurse's roles as provider in client-centered care, client safety advocate, member of the health care team, member of the profession, and other licensed health care providers in various healthcare settings. (BON DECS: I: A, B, C, D; II: A, B, C, D, E, F, G, H; III: A, B, C, D, E, F; IV: A, B, C, D, E, F, G)
2. Utilize critical thinking skills and a systematic problem-solving process in planning comprehensive care for diverse clients and their families. (BON DECS: I: B; II: A, B, D, E, G, H; III: B; IV: A, B)
3. Recognize relevant laws and ethical models in the delivery of care to clients and families. (BON DECS: A, D; II: A, E)
4. Identify strategies for injury prevention and safety maintenance in a variety of health care settings. (BON DECS: I: B; II: D, F, H; III: B; IV: C, D)
5. Demonstrate accurate documentation of nursing care for clients with commonly occurring health care problems. (BON DECS: I: A, D; II: C, H; III: B; IV: A, B, D, E)

Major Concepts: Development; Functional Ability; Family Dynamics; Culture; Spirituality; Adherence; Cellular Regulation; Cellular Regulation; Nutrition; Elimination; Clinical Judgment

COVID-19

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Nursing Faculty

Lead Faculty:

Tammy Goodman, JM, BSN, RN
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Course Facilitators:

Casey Escobedo, BSN, RN
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Jenny Sullivan, BS, ADN, RN
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Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
Simulation Checkpoint (Assessment)	20%
Post Conferences (#1: Nursing Diagnosis; #2:)	Pass/Fail
Dosage Calculation Exam	15%
Clinical Reflection (4 @ 5%)	20%
Digital Clinical Experience for Pharmacology Dosage Calculation (3 @ 2% each)	6%
Shadow Health Comprehensive Physical Assessment	15%
Concept Map (3 @ 8% each)	24%
Clinical Expectations: 96 Clinical Hours	Pass/Fail

***ALL COURSE COMPONENT ARE MANDATORY**

Grading Scale

- A = 89.5-100
- B = 80.5-89.4
- C = 74.5-80.4
- D = 69-74.4
- F = 68 or below

All course components must be completed to receive full credit for the course. If any components are **omitted or not completed, the student's grade may result in an** incomplete or a failure.

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals with disabilities. PJC will adhere to all applicable federal, state and local laws, regulations, and guidelines concerning providing reasonable accommodations as required to afford the equal educational opportunity. The student's responsibility is to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Rounding of Final Grade

Faculty may round final grades in alignment with the American Standard for Testing and Materials **(ASTM) International Standards, which allow for 'rounding only after all calculations leading to the final result are completed.'** Therefore, rounding grades for individual assignments is not an accepted practice. Rounding will be calculated using the "five-up" rule allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy. Rule retrieved from https://www.astm.org/SNEWS/SO_2008/datapoints_so08.html

Course components will be considered late if submitted after the deadline identified on the class schedule. Assignments may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after the three days, and a zero will be placed into the gradebook.

No extra credit will be offered.

Remediation/Success Program

Students who cannot satisfactorily meet course requirements, course standards, objectives, or score less than 80 on any component of the course could be referred for remediation. Students can self-refer or be referred by faculty for reasons other than scores below 80 to enhance student success in the program. Student resources to support success in the PJC Nursing Program can be accessed on Blackboard and by reaching out to a faculty member.

Assignment Description

- *Simulation Checkpoint*

Students will complete a simulated client scenario in the clinical simulation lab utilizing a client simulator, i.e. SimMan. Detailed instructions and a prep packet can be found in the Simulation Checkpoint folder located in Blackboard closer to the checkpoint date. Refer to grading tool posted in Blackboard for details. If a student does not earn a passing score (75% or greater), the student will need to complete an individual remediation program outlined by course faculty. Students who earn a pass on the checkpoint may be assigned remediation for any deficiency noted by faculty during the simulation, including missing critical elements. Students who are not in uniform or who do not arrive on time may not be allowed to test, and at the discretion of the faculty member, may deduct points from the Detailed Description of Clinical Standards, or enter a fail for the assignment.

- *Participation in Post-Clinical Conferences*

Faculty will schedule mandatory periodic post clinical conferences. Post clinical conferences are considered clinical experiences and students are expected to adhere to the *Detailed Description of Clinical Standards*; students must notify faculty in a timely fashion for any anticipated tardiness or absences (valid reasons must be provided for excused absences). Points will be deducted from the **student's clinical performance grade for any deviations from the standards.**

- *Dosage Calculation Exam*

A proctored dosage calculation exam will be administered per the course schedule. The exam will cover dosage calculations and aspects of safe medication administration. The quiz will be 45 questions in length. Students will be given 60 minutes to complete the exam. Students who score below 90 must meet with Mrs. Harris to remediate and retest to achieve a minimum score of 90. Students should review the HESI Test and Remediation policy related to practice exams/quizzes.

- *Clinical Reflection*

Students must complete a total of four (4) clinical reflections. As outlined in the *Detailed Description of Clinical Standards*, all reflections are due within 72 hours of the end of the clinical shift.

- *Digital Clinical Experience for Pharmacology Dosage Calculation Shadow Health*

Each student must complete three (3) dosage calculation practice quizzes with a mastery level of 90% or higher in Shadow Health. Each quiz may be done till the 90% mastery has been met.

- *Shaddow Health Comprehensive Physical Assessment*

The Shadow Health Digital Clinical Experience (DCE) provides a dynamic, immersive experience designed to improve students skills and clinical reasoning through the examination of digital standardized patients. Although these patients are digital, each one breathes, speaks, and has a

complex medical and psychosocial history. This unique simulation experience allows students to conduct in-depth patient exams and interviews at their own pace. Students are allowed to make corrections or additions to all assignments to implement the immediate feedback that Shadow Health provides you with on each assignment. The comprehensive physical exam will be graded using the DCE Score and rubric provided. Reopening and multiple attempts are allowed. This assignment is set up to take a minimum of three (3) hours.

- *Concept Map*

Each student will create three (3) concept maps using the concept map creator in Nursing Concepts Online. Each concept map will be graded based on the rubric provided. As outlined in the Detailed Description of Clinical Standards, all assignments are due per the course schedule and points will be deducted for late work.

- *Clinical Expectations (96 Clinical Hours)*

A minimum of 96 clinical hours are required for this course. This includes clinical rotations (48 hours), simulation lab (32 hours), simulation checkpoint (4), Post Conferences (8 hours), and clinical reflections (4 hours).

Detailed Description of Standards

Students are evaluated for adherence to the Detailed Standards each clinical and classroom day. Points are deducted for failure to adhere to Clinical Standards. Points deducted are cumulative and will be deducted from the *Final Clinical Evaluation* assignment grade. Detailed Description of Standards can be located in Blackboard under *Course Documents*.

Netiquette

Netiquette includes the rules of etiquette when communicating. Guidelines for appropriate netiquette are located in the School of Nursing Student Handbook. Violations of the netiquette guidelines are considered disruptive conduct in the classroom. Disruptive conduct is defined by the school of nursing **as conduct that substantially or repeatedly interferes with the instructor's ability to teach or impedes student learning**. Distractive or inappropriate behavior in the face-to-face or online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct. Electronic communication, must be respectful and honest at all times. Any posting to the course deemed by the course faculty to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course faculty. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

Communication

Voice and email communication will be acknowledged by faculty within 36 hours (Monday - Friday). Students should also acknowledge voice and email communication within 36 hours.

Lab/Clinical-Related Communication:

- *If unable to attend lab or clinical*, notify faculty two hours before scheduled lab or clinical via telephone. If no response, leave a message.

Professional Writing Guidelines:

- A professional writing style is the standard for any nurse. As such, the following principles should be followed when drafting any assignment(s) or posting any comments to Blackboard:
 - All written assignments must reflect APA style and APA citation/reference guidelines (Seventh edition).
 - Absolutely no plagiarism will be tolerated. Please cite your source(s) appropriately.

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- Students and faculty will keep email related to course content within the course for archival purposes. While a student may choose to phone the faculty for emergencies, email within the course is the preferred method of communication.
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- Faculty will generally use PJC email for communication with individuals or small groups.

Discussion Boards

- Questions that may benefit the class as a whole should be posted to the appropriate discussion board.
- Faculty will read and respond to discussion board postings within 36 hours Monday – Friday.
- Faculty may send out quick reminders to specific groups utilizing the discussion board.

Announcements

- Questions that may benefit the class as a whole should be posted as an announcement.

Dress Code

Students are expected to adhere to the School of Nursing *Classroom Attire* as posted in the School of Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining the following dress code and **equipment requirements. This can directly affect the student's grade and** may result in the student not passing the course.

Required Resources for Hospital Clinical and/or Simulation Center Settings

Equipment:	Stethoscope, Watch (with second hand preferred), Penlight, Drug Guide Reference, Scissors, Pen and Pad
Uniform:	The uniform shall be the official PJC School of Nursing uniform (LVN: Hunter green scrub top and pant). The uniform shall be clean, wrinkle-free, and without needed repair and according to health care facility rules/guidelines. Full white hose if wearing a skirt. Scrub tops must come to hips and hang loosely. Uniform skirt should be at least mid-knee and drape comfortably in a non-restrictive fashion. Scrub pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing. A plain long-sleeve white top may be worn underneath a green scrub top (no thermal undershirts)
Shoes:	Shoes should be clean, comfortable, and conservative. If tie shoes are desired, shoe strings must be clean, in good repair, and tied. (Glen Oaks does not allow clogs to be worn)
Lab Coat:	The LVN and ADN student may purchase a plain white laboratory coat as part of the uniform. Lab coats should be clean, and wrinkle-free.

School Identification Badge:	These items must be worn with the uniform or the lab jacket in all clinical settings. A badge should be worn on the uniform top. No other badges may be worn. Texas Nursing Student Association members are permitted to wear their organization pin on the left collar or just below their identification badge on the left side.
Hair:	The student's hair must be clean. A student with long hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level, or that may dangle onto a client or treatment surface.
Makeup:	Wear in moderation: no bright lipsticks, blush, or eye shadow.
Nails:	Nails must be clean and well groomed. Artificial nails are not acceptable. Nails need to be short. Polish, if worn, must be a natural/neutral color.
Perfume/After Shave:	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.
Piercing/Tattoo:	Jewelry worn with the student uniform will be limited to a watch with a second hand, no more than two non-ornamental rings, and a small pair of pierced ear studs. The rings should be such that they do not present a danger to the safety of the client. A student may be required to tape or remove rings in certain areas. Only one set of ear studs may be worn. No neck jewelry may be worn with student uniforms. Tattoos must be covered or not visible during clinical.
Additional:	Additional requirements based on clinical agency policy will be communicated by faculty.

Cell phones may be carried during clinical for drug guide and lab value reference use only.

Required Resources

Required resources for all nursing courses are listed as a package component. It is imperative that the material be purchased from the PJC bookstore to ensure all components are the correct ones, and contain the online aspects.

Ackley, B., & Ladwig, G. (2020). Nursing diagnosis handbook: An evidence-based guide to planning care (12th. Ed.). St. Louis, MO: Elsevier

Elsevier. (2021). Nursing concepts online

Giddens, J. F. (2021). Concepts for nursing practice (3rd. ed.). St. Louis, MO: Elsevier.

Knecht, P. (2021). Success in practical/vocational nursing: From student to leader (9th. ed.). St. Louis, MO: Elsevier

Perry, S., Hockenberry, M., et. al. (2018). Maternal child nursing care (6th ed.). St. Louis, MO: Elsevier.

Skidmore-Roth, L. (2022). Mosby's 2022 nursing drug reference (35th ed.). St. Louis, MO: Elsevier

Stromber, H. K. (2021). deWit's Medical-surgical nursing: Concepts and practice. St. Louis, MO: Elsevier

Varcarolis, E., & Fosbre, C. (2021). Essentials of psychiatric-mental health nursing (4th ed.). St. Louis, MO: Elsevier

Willihnganz, M., Gurevitz, S., & Clayton, B. (2020). Clayton's basic pharmacology for nurses (18th ed.). St. Louis, MO: Elsevier

Yoost, B., & Crawford, L. (2020). Fundamentals of nursing: Active learning for collaborative practice (2nd. Ed.). St. Louis, MO: Elsevier

Custom Package ISBN #: 9780323896351

Plagiarism and Academic Dishonesty

Plagiarism is the act of representing directly or indirectly another person's work as his or her own. It can involve copying someone else's work in a paper without citations; quoting without acknowledging the true source of the quoted material; performing a cut and paste of work from an internet source and submitting with your name on it, submitting a paper purchased or received from another source; along with similar infractions as detailed in the PJC Workforce Training Center School of Nursing Handbook.

In this course, there will be individual assignments and maybe group assignments. It is important that your individual assignments be completed with your thoughts alone but supported by authoritative sources through the use of citations and references, following APA style. Failing to use proper citations and references, whether intentional or unintentional, is plagiarism. To do so knowingly is dishonest and not fitting the standards expected of a professional. The faculty reserve the right to select assignments to be scanned by anti-plagiarism software. Students caught submitting plagiarized work will be reprimanded at minimum and subject to receiving a zero for the assignment. The faculty and administration reserve the right to file a complaint for academic misconduct within the School for **plagiarism, and a complaint to the State's Board of Nursing for poor professional character.** For more information, refer to the School of Nursing Student Handbook, and the [Texas Administrative Code § 213.27](#).

School of Nursing Policies and Expectations

The School of Nursing Student Handbook and the general PJC Student Handbook contains information about policies and expectations that apply throughout a **student's academic life. Additional attention is specifically required for the following policies, guidelines and expectations:**

Scholastic Dishonesty	Attendance
Practice and Procedure	Services for Students with Disabilities
Confidentiality	Admission Procedures: Paying attention to BLS requirements
Immunization Requirements	Health Policies and Physical Condition
Unsafe Conduct and Practice	
Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence	



Licensed Vocational Nursing
Certificate

Paris Junior College
Paris, Texas

VNSG1231
Pharmacology

Course Syllabus
Summer, 2021

Course Description

VNSG1231 (2 Semester credit hours, 2 Didactic, 1 Laboratory)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Corequisites include: VNSG1400, 1122, 1323, 1136 & 1160.

Objectives

Upon successful completion of this course, the student will be able to:

1. Identify properties, effects, and principles of pharmacotherapeutic agents. (BON DECS: I: C, D; II: A, B)
2. Explain nursing interventions associated with the various pharmacotherapeutic agents. (BON DECS: I: C; II: D; III: B; IV: B)
3. Demonstrate safe medication administration for individual clients and groups of clients in a timely manner. (BON DECS: I: A, B, C; II: A, D; III: B; IV: B)
4. Demonstrate accurate and appropriate documentation of the medication process, including client response. (BON DECS: IV: E)
5. Demonstrate appropriate client education. (BON DECS: II: G)
6. Utilize effective interprofessional communication strategies regarding client pharmacological needs and education. (BON DECS: II: H; III: B, C; IV: A, D, E)

Major Concepts: Anxiety; Perfusion; Mobility; Pain, Addiction

COVID-19

Paris Junior College will continue to monitor and assess the COVID-19 impact on our community and the safety of all PJC community members (students, faculty and staff) and campus visitors. PJC may adjust hours, services and instructional modes as necessitated by the pandemic. We all need to be fully prepared for changes in daily practices to keep us healthy and our campus safe.

STRICT ADHERENCE TO THE FOLLOWING WILL BE IN PLACE EFFECTIVE AUGUST 1, 2020

- Anyone on PJC campus/Property must wear a mask/face covering that covers the wearer's nose and mouth. Face covering can be disposable or cloth.
- Anyone on PJC campus/property will be expected to observe social distancing practices as outlined by facility signs and instructions.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette. Students will be provided training on these topics.
- Students will be expected to pick up a disinfecting wipe upon entering a classroom or laboratory and disinfect their workstation prior to sitting/use.

PJC will continue to monitor the pandemic for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for updates that may affect you.

Course Attendance

Class attendance is critical for the successful completion of this course. The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, July 29, 2021.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom, laboratory, or clinical setting. No obscene/vulgar language will be permitted. Faculty reserve the right to drop a student for violations of the Student Conduct rules as listed in the general PJC Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in an honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Dean of Health Occupations for disciplinary action such as dismissal from the college. The student(s) will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. See the general PJC Student Handbook for additional details for Academic Honesty AKA Scholastic Dishonesty.

Nursing Faculty

Lead Faculty:

Casey Escobedo, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0758
Office: 1038
Email: cescobedo@parisjc.edu

Course Facilitators:

Dani Gerhardt, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0745
Office: 1058
Email: dgilbreath@parisjc.edu

Jenny Sullivan, BS, ADN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0757
Office: 1050
Email: jsullivan@parisjc.edu

Tammy Goodman, JM, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0736
Office: 1060
Email: tgoodman@parisjc.edu

Brad Bolton, BSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0754
Office: 1028
Email: bbolton@parisjc.edu

Faculty Office Hours

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing, Rebecca Harris (903-782-0734).

Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
Pass to Class Medication Cards (26 total)	10%
Shadow Health Cases (3 total)	10%
HESI PN Assignments (4 total)	20%
Quizzes (3 total)	50%
HESI Pharmacology Exit Exam (1 total)	10%

***ALL COURSE COMPONENTS ARE MANDATORY**

Grading Scale

- A = 89.5-100
- B = 79.5-89.4
- C = 74.5-79.4
- D = 68.5-74.4
- F = 68.4 or below

All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the student's grade may result in an incomplete or a failure.

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Remediation/Success Program

Students who cannot satisfactorily meet course requirements, course standards, objectives, or score less than 80 on any component of the course could be referred for remediation. Students can self-refer or be referred by faculty for reasons other than scores below 80 to enhance student success in

the program. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Assignment Description

- Pass to Class Medication Cards- students will be required to complete pass-to-class medication cards as a precursor to attending class for the day. If a student arrives to class without assigned cards complete, they will be asked to complete these outside of the classroom before entry is granted. An example for medication cards is provided under the Course Documents tab in Blackboard. All sections of the card must be complete by the due date with any missing areas receiving a 10 point deduction per section. These cards should be handwritten on index cards. Instructions regarding which cards to complete and due dates are located in your Course Schedule.
- Shadow Health Cases- Shadow Health is a set of interactive patient cases that level up in complexity to provide unique learning opportunities as you gain more knowledge in your course. Each scenario is designed for progressive learning, so you will complete activities and exercises tailored to your abilities while still gaining exposure to patients who are as realistic and complex as any you will encounter in clinicals. The grade that you turn in by the due date will be the grade entered into the gradebook, however you are required to meet a 90% benchmark on these assignments by the end of the course. Registration directions: <http://link.shadowhealth.com/How-to-Register>. If you already have a Shadow Health account, you do not need to register for an additional student account. To add a course to your existing account log in and follow these instructions: <http://link.shadowhealth.com/How-to-Add-a-Course>. Enter Course PIN: 6724-1498-1903-0928.
- HESI PN Assignments- there are a total of four HESI PN Assignments. The highest grade that you receive on each of these assignments before the due date will be entered into the gradebook. Each student is required to reach a benchmark of 80% on each individual assignment before they take the HESI Pharmacology Exit Exam. Failing to reach benchmark requirements may delay taking the HESI Pharmacology Exit Exam and result in a zero entered for this grade. These assignments are located in your Evolve account at www.evolve.elsevier.com. Find the section that says Course Content then click on – HESI PN Practice Test – Pharmacology. These assignments are designed to prepare you for the HESI Pharmacology Exit Exam at the end of the course and your NCLEX-PN board exam. You will have multiple attempts to reach the benchmark on these assignments. Instructions on which assignments to complete and due dates are in your Course Schedule.
- Quizzes- You will have a total of three quizzes for this course. They will be located under the Exams tab in Blackboard. Quizzes will test your knowledge over the content assigned in this course. Please review your handbook for Academic Dishonesty guidelines and remember that you risk dismissal from the program if you violate these policies.
- HESI Pharmacology Exit Exam- all students will take a HESI Pharmacology Exit exam at the end of the course. This exam will measure your knowledge of pharmacology principles and is an indicator of NCLEX-PN board readiness. You will be required to complete a Focused Review if you score less than an 80% on this exam. Instructions will be provided for Focused Review at a later time.

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	free, and without needed repair and according to health care facility rules/guidelines. Full white hose if wearing a skirt. Scrub tops must come to hips and hang loosely. Uniform skirt should be at least mid-knee and drape comfortably in a non-restrictive fashion. Scrub pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing. A plain long-sleeve white top may be worn underneath a green scrub top (no thermal undershirts)
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Confidentiality	Admission Procedures: Paying attention to BLS requirements
Immunization Requirements	Health Policies and Physical Condition
Unsafe Conduct and Practice	
Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence	



Licensed Vocational Nursing
Certificate

Paris Junior College
Paris, Texas

VNSG 1323
Basic Nursing Skills

Course Syllabus
Summer, 2021

Course Description

VNSG1323 (3 Semester credit hours, 1 Didactic, 6 Laboratory)

Mastery of entry-level nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

Corequisites include: VNSG1400, 1122, 1136, 1231 & 1160.

Objectives

Upon successful completion of this course, the student will be able to:

1. Identify safe and competent entry-level nursing skills. (BON DECS: I: A, C, D; II, A, D, E; III: B)
2. Identify how each step of the nursing process relates to nursing care. (BON DECS: I: A, B, D; II: C, D, E, H; III: D; IV: A, D, F, G)
3. Discuss the implementation of entry-level nursing skills in a variety of health care settings. (BON DECS: I: A, C, D; II, A, D, E; III: B)
4. Identify nursing interventions designed to break the links in the chain of infection. (BON DECS: I: B; II: A, C, D; III: B)
5. Identify strategies for injury prevention and safety maintenance in acute care settings. (BON DECS: I: B, C; II: D; III: B)
6. Perform safe client-centered care techniques when providing selected nursing interventions. (BON DECS: I: A, C, D; II, A, D, E; III: B)
7. Demonstrate accurate documentation of nursing techniques and nursing care, e.g., hygiene, safety precautions, intake and output, positioning, client mobility, and transfer, vital signs, and medication administration. (BON DECS: I: A, D; II: C, H; III: B; IV: A, B, D, E)

Major Concepts: Patient Education; Safety; Evidence

COVID-19

Paris Junior College will continue to monitor and assess the COVID-19 impact on our community and the safety of all PJC community members (students, faculty and staff) and campus visitors. PJC may adjust hours, services and instructional modes as necessitated by the pandemic. We all need to be fully prepared for changes in daily practices to keep us healthy and our campus safe.

STRICT ADHERENCE TO THE FOLLOWING WILL BE IN PLACE EFFECTIVE AUGUST 1, 2020

- Anyone on PJC campus/Property must wear a mask/face covering that covers the wearer's nose and mouth. Face covering can be disposable or cloth.
- Anyone on PJC campus/property will be expected to observe social distancing practices as outlined by facility signs and instructions.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette. Students will be provided training on these topics.
- Students will be expected to pick up a disinfecting wipe upon entering a classroom or laboratory and disinfect their workstation prior to sitting/use.

PJC will continue to monitor the pandemic for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for updates that may affect you.

Course Attendance

Class attendance is critical for the successful completion of this course. The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, July 29, 2021.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom, laboratory, or clinical setting. No obscene/vulgar language will be permitted. Faculty reserve the right to drop a student for violations of the Student Conduct rules as listed in the general PJC Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in an honest academic endeavor to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Dean of Health Occupations for disciplinary action such as dismissal from the college. The student(s) will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work for the remainder of the semester. Students who are suspected of cheating due to questionable activities may be required to prove their innocence. See the general PJC Student Handbook for additional details for Academic Honesty AKA Scholastic Dishonesty.

Nursing Faculty

Lead Faculty:

Jenny Sullivan, BS, ADN, RN
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Course Facilitators:

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Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0754
Office: 1028
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Faculty Office Hours

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing, Rebbecca Harris (903-782-0734).

Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components	Percentage
Medical Terminology Quiz	5%
Pass to Class Quizzes (5 sets of quizzes, each set's average worth 5%)	25%
Vital Signs Check-off	Pass/Fail
Drug Guide Scavenger Hunt	5%
Peer-to-Peer Skills Practice Evaluations (5 at 2% each)	10%
Documentation Journal Discussion Board Posting	5%
Skills Check-offs: Medication Administration Skills Check-off (15%) Foley Catheter Insertion Skills Check-off (15%)	30%
Evidence-based Practice Assignment: <ul style="list-style-type: none"> • Evidence-based Practice Vocabulary Quiz (10 %) • Evidence-based Practice Exploration Worksheet (10%) 	20%

***ALL COURSE COMPONENT ARE MANDATORY**

Grading Scale

- A = 89.5-100
- B = 79.5-89.4
- C = 74.5-79.4
- D = 69-74.4
- F = 68 or below

All course components must be completed to receive full credit for the course. If any components are **omitted or not completed, the student's grade may result in an** incomplete or a failure.

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals with disabilities. PJC will adhere to all applicable federal, state and local laws, regulations, and guidelines concerning providing reasonable accommodations as required to afford the equal educational opportunity. The student's responsibility is to arrange an appointment with a College Success Coach in the Advising and Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook

Rounding of Final Grade

Faculty may round final grades in alignment with the American Standard for Testing and Materials (ASTM) International Standards, which allow for 'rounding only after all calculations leading to the final result are completed.' Therefore, rounding grades for individual assignments is not an accepted

practice. Rounding will be calculated using the "five-up" rule allowing for decimal numbers that meet or exceed the halfway point between two values to be rounded up to the larger value. For example, a grade of 89.5 equals an A, whereas a grade of 89.49 equals a B. Therefore, faculty, prior to the awarding of final course grades, shall ensure gradebook software in a course is in alignment with this policy. Rule retrieved from https://www.astm.org/SNEWS/SO_2008/datapoints_so08.html

Course components will be considered late if submitted after the deadline identified on the class schedule. Assignments may be submitted up to three days late with a ten-point deduction per day. No assignment will be accepted after the three days, and a zero will be placed into the gradebook.

No extra credit will be offered.

Remediation/Success Program

Students who cannot satisfactorily meet course requirements, course standards, objectives, or score less than 80 on any component of the course could be referred for remediation. Students can self-refer or be referred by faculty for reasons other than scores below 80 to enhance student success in the program. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Assignment Description

- *Medical Terminology Quiz*
Students will be responsible for knowing 30 pre-assigned medical terms on the first day of class. This assignment will allow the student to demonstrate his/her knowledge of basic medical terminology that will be used during this skills course. This quiz will be in a matching format. **The list of medical terms to be familiar with is located in Blackboard in "Assignment Instructions" Section under "Medical Terminology Quiz Assignment Instructions".**
- *Pass to Class Quizzes*
For each of the following class days: May 20th, May 26th, May 27th, June 2nd, June 3rd; students will complete a set of five quizzes in Nursing Concepts Online to demonstrate that they have read **and watched the preparation materials for that day's skills. Each quiz must be completed prior to that day's class. For example,** the quiz set for day three should be completed by the time day three's class begins. **This assignment will help students prepare the student to identify safe,** entry-level nursing skills, discuss the nursing process in relation to nursing skills, and perform safe, client-centered nursing interventions during their skills practice time. Detailed instructions and grading criteria for the Pass to Class Quizzes are located in Blackboard in **"Assignment Instructions"**. The due date for each quiz set assignment can be located on the class schedule.
- *Vital Signs Check-off*
Students will demonstrate the ability to accurately measure heart rate, respiratory rate, and manual blood pressure by assessing these vital signs on another student while an instructor assesses along with the student. Students will have three attempts to perform this skill accurately and will participate in remediation between attempts. Since this assignment is graded pass/fail, any student who is not successful on his/her third attempt will be dismissed from the nursing program. The date for the initial vital signs check-off is listed on the course schedule.
- *Drug Guide Scavenger Hunt*
Students will complete a scavenger hunt activity within their drug guides in class and submit the assignment on Blackboard. This activity will help to familiarize students with the resources available within their drug guides in preparation for medication administration.
- *Peer-to-Peer Skills Practice Evaluations*
Students will practice together in the lab and give constructive **feedback on their peer's skills** practice. Each student will need to turn in a Peer-to-Peer Skills Practice Evaluation form for each

of the following five skills: Indwelling Catheter Insertion, Non-IV Medication Administration, IV Medication Administration, Nasogastric Tube Insertion, and Trach Care/Suction. Detailed instructions, grading criteria, and the required forms for this assignment can be located in **Blackboard under "Assignment Instructions"**. The due date for this assignment is on the course schedule.

- *Documentation Journal Discussion Board Posting*
Students will be keeping a documentation journal as part of this course. This journal is designed to give students the opportunity to practice thorough and accurate documentation of skills that are taught in this course. To complete this assignment, each student will select one of their narrative nurses notes from his/her documentation journal that they feel is their best attempt at documentation of a skill and post this note on the discussion board. The student will then reply to **two other students' discussion board postings, giving them feedback on their documentation**. This assignment should be submitted under the Discussion Board section on Blackboard. Detailed instructions and grading criteria for this assignment can be located on Blackboard under **"Assignment Instructions"**.
- **Skills Check-off: Foley Catheter Insertion and Medication Administration**
Students will complete a skills check-off to show competency on insertion of a foley catheter and medication administration. This skills check-off will be done in the Simulation Center (lab) and skills will be performed using a lab mannequin. Detailed instructions and a prep packet can be found in the Skills Check-off folder located in Blackboard (Assignment Instructions) closer to the check-off dates. Refer to grading tool posted in Blackboard for details. If a student does not earn a passing score (75% or greater), the student will need to complete an individual remediation program outlined by course faculty. Students who earn a pass on the check-off may be assigned remediation for any deficiency noted by faculty during the simulation, including missing critical elements. Students who are not in uniform or who do not arrive on time may not be allowed to test, and at the discretion of the faculty member, may deduct points from the Detailed Description of Standards, or enter a fail for the assignment.
- **Evidence-based Practice Assignment**
Students will complete a vocabulary quiz on basic evidence-based practice vocabulary terms and **complete an "Evidence-base Practice Exploration Worksheet" over their reading of an assigned clinical practice guidelines document**. This assignment will introduce students to the basics of evidence-based nursing practice and encourage them to identify strategies for injury prevention and safety maintenance in acute care settings that are present in clinical practice guidelines. The instructions and grading criteria for this assignment can be located in Blackboard under **"Assignment Instructions"**. **The submission folder for the worksheet component of this assignment can be located in Blackboard under "Assignments"**.

Netiquette

Netiquette includes the rules of etiquette when communicating. Guidelines for appropriate netiquette are located in the School of Nursing Student Handbook. Violations of the netiquette guidelines are considered disruptive conduct in the classroom. Disruptive conduct is defined by the school of nursing **as conduct that substantially or repeatedly interferes with the instructor's ability to teach or impedes student learning**. Distractive or inappropriate behavior in the face-to-face or online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct. Electronic communication, must be respectful and honest at all times. Any posting to the course deemed by the course faculty to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course faculty. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

Communication

Voice and email communication will be acknowledged by faculty within 36 hours (Monday - Friday). Students should also acknowledge voice and email communication within 36 hours.

Lab/Clinical-Related Communication:

- *If unable to attend lab or clinical*, notify faculty two hours before scheduled lab or clinical via telephone. If no response, leave a message.

Professional Writing Guidelines:

- A professional writing style is the standard for any nurse. As such, the following principles should be followed when drafting any assignment(s) or posting any comments to Blackboard:
 - All written assignments must reflect APA style and APA citation/reference guidelines (Seventh edition).
 - Absolutely no plagiarism will be tolerated. Please cite your source(s) appropriately.

Email

- Students and faculty will keep email related to course content within the course for archival purposes. While a student may choose to phone the faculty for emergencies, email within the course is the preferred method of communication.
- Faculty will read and respond to email messages within 36 hours Monday – Friday. Students are also expected to read and respond to email messages within the same stated timeframe.
- Faculty will generally use PJC email for communication with individuals or small groups.

Discussion Boards

- Questions that may benefit the class as a whole should be posted to the appropriate discussion board.
- Faculty will read and respond to discussion board postings within 36 hours Monday – Friday.
- Faculty may send out quick reminders to specific groups utilizing the discussion board.

Announcements

- Questions that may benefit the class as a whole should be posted as an announcement.

Dress Code

Students are expected to adhere to the School of Nursing *Classroom Attire* as posted in the School of Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining the following dress code and equipment requirements. This can directly affect **the student's grade and** may result in the student not passing the course.

Required Resources for Hospital Clinical and/or Simulation Center Settings

Equipment:	Stethoscope, Watch (with second hand preferred), Penlight, Drug Guide Reference, Scissors, Pen and Pad
Uniform:	The uniform shall be the official PJC School of Nursing uniform (LVN: Hunter green scrub top and pant). The uniform shall be clean, wrinkle-free, and without needed repair and according to health care facility rules/guidelines. Full white hose if wearing a skirt. Scrub tops must come to hips and hang loosely. Uniform skirt should be at least mid-knee and drape comfortably in a non-restrictive fashion. Scrub pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing. A plain long-

	sleeve white top may be worn underneath a green scrub top (no thermal undershirts)
Shoes:	Shoes should be clean, comfortable, and conservative. If tie shoes are desired, shoe strings must be clean, in good repair, and tied. (Glen Oaks does not allow clogs to be worn)
Lab Coat:	The LVN and ADN student may purchase a plain white laboratory coat as part of the uniform. Lab coats should be clean, and wrinkle-free.
School Identification Badge:	These items must be worn with the uniform or the lab jacket in all clinical settings. A badge should be worn on the uniform top. No other badges may be worn. Texas Nursing Student Association members are permitted to wear their organization pin on the left collar or just below their identification badge on the left side.
Hair:	The student's hair must be clean. A student with long hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level, or that may dangle onto a client or treatment surface.
Makeup:	Wear in moderation: no bright lipsticks, blush, or eye shadow.
Nails:	Nails must be clean and well groomed. Artificial nails are not acceptable. Nails need to be short. Polish, if worn, must be a natural/neutral color.
Perfume/After Shave:	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.
Piercing/Tattoo:	Jewelry worn with the student uniform will be limited to a watch with a second hand, no more than two non-ornamental rings, and a small pair of pierced ear studs. The rings should be such that they do not present a danger to the safety of the client. A student may be required to tape or remove rings in certain areas. Only one set of ear studs may be worn. No neck jewelry may be worn with student uniforms. Tattoos must be covered or not visible during clinical.
Additional:	Additional requirements based on clinical agency policy will be communicated by faculty.

Cell phones may be carried during clinical for drug guide and lab value reference use only.

Required Resources

Ackley, B., & Ladwig, G. (2020). *Nursing diagnosis handbook: An evidence-based guide to planning care* (12th. Ed.). St. Louis, MO: Elsevier

Elsevier. (2021). *Nursing concepts online*

Giddens, J. F. (2021). *Concepts for nursing practice* (3rd. ed.). St. Louis, MO: Elsevier.

Knecht, P. (2021). *Success in practical/vocational nursing: From student to leader* (9th. ed.). St. Louis, MO: Elsevier

Perry, S., Hockenberry, M., et. al. (2018). *Maternal child nursing care* (6th ed.). St. Louis, MO: Elsevier.

Skidmore-Roth, L. (2022). *Mosby's 2022 nursing drug reference* (35th ed.). St. Louis, MO: Elsevier

Stromber, H. K. (2021). *DeWit's Medical-surgical nursing: Concepts and practice*. St. Louis, MO: Elsevier

Vancarolis, E., & Fosbre, C. (2021). *Essentials of psychiatric-mental health nursing* (4th ed.). St. Louis, MO: Elsevier

Willihnganz, M., Gurevitz, S., & Clayton, B. (2020). *Clayton's basic pharmacology for nurses* (18th ed.). St. Louis, MO: Elsevier

Yoost, B., & Crawford, L. (2020). *Fundamentals of nursing: Active learning for collaborative practice* (2nd. Ed.). St. Louis, MO: Elsevier

Plagiarism and Academic Dishonesty

Plagiarism is the act of representing directly or indirectly another person's work as his or her own. It can involve copying someone else's work in a paper without citations; quoting without acknowledging the true source of the quoted material; performing a cut and paste of work from an internet source and submitting with your name on it, submitting a paper purchased or received from another source; along with similar infractions as detailed in the PJC Workforce Training Center School of Nursing Handbook.

In this course, there will be individual assignments and maybe group assignments. It is important that your individual assignments be completed with your thoughts alone but supported by authoritative sources through the use of citations and references, following APA style. Failing to use proper citations and references, whether intentional or unintentional, is plagiarism. To do so knowingly is dishonest and not fitting the standards expected of a professional. The faculty reserve the right to select assignments to be scanned by anti-plagiarism software. Students caught submitting plagiarized work will be reprimanded at minimum and subject to receiving a zero for the assignment. The faculty and administration reserve the right to file a complaint for academic misconduct within the School for

plagiarism, and a complaint to the State's Board of Nursing for poor professional character. For more information, refer to the School of Nursing Student Handbook, and the [Texas Administrative Code § 213.27](#).

School of Nursing Policies and Expectations

The School of Nursing Student Handbook and the general PJC Student Handbook contains information **about policies and expectations that apply throughout a student's academic life**. Additional attention is specifically required for the following policies, guidelines and expectations:

Scholastic Dishonesty	Attendance
Practice and Procedure	Services for Students with Disabilities
Confidentiality	Admission Procedures: Paying attention to BLS requirements
Immunization Requirements	Health Policies and Physical Condition
Unsafe Conduct and Practice	
Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence	



Licensed Vocational Nursing
Certificate

Paris Junior College
Paris, Texas

VNSG1400
Nursing in Health & Illness I

Course Syllabus
Summer, 2021

Course Description

VNSG1400 (4 Semester credit hours, 3 Didactic, 2 Laboratory)

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Co-requisites include: VNSG: 1122, 1323, 1136, 1231 & 1160.

Objectives

Upon successful completion of this course, the student will be able to:

1. Define the psychosocial, growth and development, and physiological needs of clients across the life span. (BON DECS: II: A, B, D, E, F, G, H)
2. Identify primary health care needs of the client. (BON DECS: I: B, C, D; II: A, B, C, D, E, F, G, H; III: B; IV: A, B, C, D, E)
3. Identify the basic interventions to support the client and family during life stages, including death and dying. (BON DECS: II: A, B, C, D, E, F, G, H; III: B, C)
4. Utilize the nursing process to identify commonly occurring actual and potential healthcare needs of the client. (BON DECS: I: C; II: A, B, D, E, F, G, H)

Major Concepts: Development; Functional Ability; Family Dynamics; Culture; Cellular Regulation; Health Promotion; Caregiving

COVID-19

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STRICT ADHERENCE TO THE FOLLOWING WILL BE IN PLACE EFFECTIVE AUGUST 1, 2020

- Anyone on PJC campus/Property must wear a mask/face covering that covers the wearer's nose and mouth. Face covering can be disposable or cloth.
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PJC will continue to monitor the pandemic for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for updates that may affect you.

Course Attendance

Class attendance is critical for the successful completion of this course. The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Thursday, July 29, 2021. General expectations include regular class attendance and participation of all students. No children are allowed in class or to be left alone in the lobby. Students are responsible for all missed course work.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones, etc., before entering the classroom, laboratory, or clinical setting. No obscene/vulgar language will be permitted. Faculty reserve the right to drop a student for violations of the Student Conduct rules as listed in the general PJC Student Handbook.

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Faculty Office Hours

Paris Junior College Nursing Faculty office hours are on non-clinical days. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing, Rebecca Harris (903-782-0734)

Course Guidelines

Evaluation will be based on techniques designed to determine if course objectives are met. These measures include:

Course Components	Percentage
Unit exams (3 @ 15% each)	45%
Final exam	15%
Religion – impact on health care presentation	10%
Pass to class 1	10%
Pass to class 2	10%
Pass to class 3	10%

***ALL COURSE COMPONENT ARE MANDATORY**

Grading Scale

- A = 89.5-100
- B = 80.5-89.4
- C = 74.5-80.4
- D = 69-74.4
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All course components must be completed to receive full credit for the course. If any components are omitted or not completed, the **student's** grade may result in an incomplete or a failure.

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the program. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Paris Junior College Nursing Program utilizes Health Education Systems, Inc. (HESI) learning materials (study materials, tutorials, practice exams, and proctored assessments) to guide and assess mastery of nursing content necessary for entry into practice. Specific HESI activities and grading guidelines are outlined in the *HESI Testing and Remediation Policy* located in Blackboard under Course Documents. Students must print the policy, sign, date, and return it to their faculty to be placed into their file in the Health Occupations office.

Assignment Description

- Unit/Final Exams

Unit exams will consist of a minimum of 50 questions divided among the lecture content as determined by the faculty. The final exam will have a minimum of 50 questions. Each question is allotted 1.5 minutes of test time. Refer to course schedule for dates and times.

Items for Exam Days: Laptop w/Respondus loaded

Pen/Pencil

Student is held accountable for following Testing Policy.

The weighted average of the exams (unit and final) MUST be 75% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75%, the student will receive the grade of "D" for the course regardless of any other grade(s).

Test Review

Test reviews will be conducted after all students have completed the exam and item analysis has been completed. Students may request a one-on-one

- Pass to Class

Pass to class quizzes must be completed by the assigned due date. These quizzes will be taken in blackboard. See blackboard "assignments" for instructions and due dates.

- Religion and Health Care Beliefs Presentation

Students will be assigned groups. Each group will be assigned a religion/faith and complete a power point presentation. Instruction can be found in blackboard over "assignments".

- HESI: practice and assignments

HESI will test the **student's** knowledge of all subjects encountered in the entirety of the nursing program. HESI will serve as a predictor of successful NCLEX-PN completion. You must complete four (4) HESI exams and reach a score of 80% on each in order to complete this course. HESI exams will not weight into grades for this course (VNSG 1400).

- HESI fundamentals predictor exam will be taken at the end of the semester. This exam will help you score better of your HESI exit exam that is taken at the end of the program

Netiquette

Netiquette includes the rules of etiquette when communicating. Guidelines for appropriate netiquette are located in the School of Nursing Student Handbook. Violations of the netiquette guidelines are considered disruptive conduct in the classroom. Disruptive conduct is defined by the school of nursing as conduct that substantially or repeatedly interferes with the **instructor's** ability to teach or impedes student learning. Distractive or inappropriate behavior in the face-to-face or online discussions, emails, chat rooms, web and or video conferences or other online educational technology are examples of disruptive conduct. Electronic communication, must be respectful and honest at all times. Any posting to the course deemed by the course faculty to be disruptive or interfering with learning will be removed. Any students involved in disruptive behavior will receive a written warning from the course faculty. Continued instances of disruptive behavior after the initial warning will result in referral to the program director for academic counseling. Consequences of disruptive conduct are outlined in the *School of Nursing Student Handbook*.

Communication

Voice and email communication will be acknowledged by faculty within 36 hours (Monday - Friday). Students should also acknowledge voice and email communication within 36 hours.

Lab/Clinical-Related Communication:

- *If unable to attend lab or clinical*, notify faculty two hours before scheduled lab or clinical via telephone. If no response, leave a message.

Professional Writing Guidelines:

- A professional writing style is the standard for any nurse. As such, the following principles should be followed when drafting any assignment(s) or posting any comments to Blackboard:
 - All written assignments must reflect APA style and APA citation/reference guidelines (Seventh edition).
 - Absolutely no plagiarism will be tolerated. Please cite your source(s) appropriately.

Email

- Students and faculty will keep email related to course content within the course for archival purposes. While a student may choose to phone the faculty for emergencies, email within the course is the preferred method of communication.
- Faculty will read and respond to email messages within 36 hours Monday – Friday. Students are also expected to read and respond to email messages within the same stated timeframe.
- Faculty will generally use PJC email for communication with individuals or small groups.

Discussion Boards

- Questions that may benefit the class as a whole should be posted to the appropriate discussion board.
- Faculty will read and respond to discussion board postings within 36 hours Monday – Friday.
- Faculty may send out quick reminders to specific groups utilizing the discussion board.

Announcements

- Questions that may benefit the class as a whole should be posted as an announcement.

Dress Code

Students are expected to adhere to the School of Nursing *Classroom Attire* as posted in the School of Nursing Student Handbook at all times. In addition, students are expected to adhere to the dress code established by their assigned clinical setting. Students may be sent home for not maintaining the

following dress code and equipment requirements. This can directly affect **the student's** grade and may result in the student not passing the course.

Required Resources for Hospital Clinical and/or Simulation Center Settings

Equipment:	Stethoscope, Watch (with second hand preferred), Penlight, Drug Guide Reference, Scissors, Pen and Pad
Uniform:	The uniform shall be the official PJC School of Nursing uniform (LVN: Hunter green scrub top and pant). The uniform shall be clean, wrinkle-free, and without needed repair and according to health care facility rules/guidelines. Full white hose if wearing a skirt. Scrub tops must come to hips and hang loosely. Uniform skirt should be at least mid-knee and drape comfortably in a non-restrictive fashion. Scrub pants should hang comfortably and loosely from the waist, covering the ankle and approximately one inch above the floor while standing. A plain long-sleeve white top may be worn underneath a green scrub top (no thermal undershirts)
Shoes:	Shoes should be clean, comfortable, and conservative. If tie shoes are desired, shoe strings must be clean, in good repair, and tied. (Glen Oaks does not allow clogs to be worn)
Lab Coat:	The LVN and ADN student may purchase a plain white laboratory coat as part of the uniform. Lab coats should be clean, and wrinkle-free.
School Identification Badge:	These items must be worn with the uniform or the lab jacket in all clinical settings. A badge should be worn on the uniform top. No other badges may be worn. Texas Nursing Student Association members are permitted to wear their organization pin on the left collar or just below their identification badge on the left side.
Hair:	The student's hair must be clean. A student with long hair must secure hair behind his or her head; hair must be off the shoulders. Long hair is defined as any hair length that obstructs peripheral vision when the student bends over at waist level, or that may dangle onto a client or treatment surface.
Makeup:	Wear in moderation: no bright lipsticks, blush, or eye shadow.
Nails:	Nails must be clean and well groomed. Artificial nails are not acceptable. Nails need to be short. Polish, if worn, must be a natural/neutral color.
Perfume/After Shave:	Avoid wearing perfume, cologne, or aftershave. Clients may not be able to tolerate your favorite scent.
Piercing/Tattoo:	Jewelry worn with the student uniform will be limited to a watch with a second hand, no more than two non-ornamental rings, and a small pair

	of pierced ear studs. The rings should be such that they do not present a danger to the safety of the client. A student may be required to tape or remove rings in certain areas. Only one set of ear studs may be worn. No neck jewelry may be worn with student uniforms. Tattoos must be covered or not visible during clinical.
Additional:	Additional requirements based on clinical agency policy will be communicated by faculty.

Cell phones may be carried during clinical for drug guide and lab value reference use only.

Required Resources

Ackley, B., & Ladwig, G. (2020). *Nursing diagnosis handbook: An evidence-based guide to planning care* (12th. Ed.). St. Louis, MO: Elsevier

Elsevier. (2021). Nursing concepts online

Giddens, J. F. (2021). *Concepts for nursing practice* (3rd. ed.). St. Louis, MO: Elsevier.

Knecht, P. (2021). *Success in practical/vocational nursing: From student to leader* (9th. ed.). St. Louis, MO: Elsevier

Perry, S., Hockenberry, M., et. al. (2018). *Maternal child nursing care* (6th ed.). St. Louis, MO: Elsevier.

Skidmore-Roth, L. (2022). *Mosby's 2022 nursing drug reference* (35th ed.). St. Louis, MO: Elsevier

Stromber, H. K. (2021). *deWit's Medical-surgical nursing: Concepts and practice*. St. Louis, MO: Elsevier

Varcarolis, E., & Fosbre, C. (2021). *Essentials of psychiatric-mental health nursing* (4th ed.). St. Louis, MO: Elsevier

Willihnganz, M., Gurevitz, S., & Clayton, B. (2020). *Clayton's basic pharmacology for nurses* (18th ed.). St. Louis, MO: Elsevier

Yoost, B., & Crawford, L. (2020). *Fundamentals of nursing: Active learning for collaborative practice* (2nd. Ed.). St. Louis, MO: Elsevier

Custom Package ISBN #: 9780323896351

Plagiarism and Academic Dishonesty

Plagiarism is the act of representing directly or indirectly another **person's** work as his or her own. It can involve copying someone **else's** work in a paper without citations; quoting without acknowledging the true source of the quoted material; performing a cut and paste of work from an internet source and submitting with your name on it, submitting a paper purchased or received from another source; along with similar infractions as detailed in the PJC Workforce Training Center School of Nursing Handbook.

In this course, there will be individual assignments and maybe group assignments. It is important that your individual assignments be completed with your thoughts alone but supported by authoritative sources through the use of citations and references, following APA style. Failing to use proper citations and references, whether intentional or unintentional, is plagiarism. To do so knowingly is dishonest and not fitting the standards expected of a professional. The faculty reserve the right to select assignments to be scanned by anti-plagiarism software. Students caught submitting plagiarized work will be reprimanded at minimum and subject to receiving a zero for the assignment. The faculty and administration reserve the right to file a complaint for academic misconduct within the School for plagiarism, and a complaint to the **State's** Board of Nursing for poor professional character. For more information, refer to the School of Nursing Student Handbook, and the [Texas Administrative Code § 213.27](#).

School of Nursing Policies and Expectations

The School of Nursing Student Handbook and the general PJC Student Handbook contains information about policies and expectations that apply throughout a **student's** academic life. Additional attention is specifically required for the following policies, guidelines and expectations:

Scholastic Dishonesty	Attendance
Practice and Procedure	Services for Students with Disabilities
Confidentiality	Admission Procedures: Paying attention to BLS requirements
Immunization Requirements	Health Policies and Physical Condition
Unsafe Conduct and Practice	
Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence	

Paris Junior College Syllabus

Year 2020-2021
Term SUMMER
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1307

Title Introduction to Multi Processes

Description

Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and operate a semi-automatic wire feed machine.
2. Have the ability to identify basic weld joints.

Schedule

Week 1-13 Skills obtained in this course will be revisited as needed during the remainder of the semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the vertical position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1307

Title Introduction to Multi Processes

Description

Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and operate a semi-automatic wire feed machine.
2. Have the ability to identify basic weld joints.

Schedule

Week 1-13 Skills obtained in this course will be revisited as needed during the remainder of the semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the vertical position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email Jplemons@parisjc.edu

Course WLDG 1307

Title Introduction to Multi Processes

Description

Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and operate a semi-automatic wire feed machine.
2. Have the ability to identify basic weld joints.

Schedule

Week 1-15 Skills obtained in this course will be revisited as needed during the remainder of the semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the vertical position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office sswb 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1307

Title Introduction to Multi Processes

Description

Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and operate a semi-automatic wire feed machine.
2. Have the ability to identify basic weld joints.

Schedule

Week 1-15 Skills obtained in this course will be revisited as needed during the remainder of the semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the vertical position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term SUMMER
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1313

Title Blue Print Reading for Welders

Description

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to, safely setup, turn on, and adjust an oxygen/fuel cutting rig.
2. Have the ability to, safely, make quality cuts in all positions using an oxygen/fuel cutting rig.

Schedule

Week 1- 13

The skills obtained in this course will be utilized in preparation for for reading industrial blueprints.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-20221
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1313

Title Blue Print Reading for Welders

Description

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to, safely setup, turn on, and adjust an oxygen/fuel cutting rig.
2. Have the ability to, safely, make quality cuts in all positions using an oxygen/fuel cutting rig.

Schedule

Week 1- 13

The skills obtained in this course will be utilized in preparation for for reading industrial blueprints.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1313

Title Blue Print Reading for Welders

Description

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to, safely setup, turn on, and adjust an oxygen/fuel cutting rig.
2. Have the ability to, safely, make quality cuts in all positions using an oxygen/fuel cutting rig.

Schedule

Week 1- 15

The skills obtained in this course will be utilized in preparation for for reading industrial blueprints.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1313

Title Blue Print Reading for Welders

Description

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to, safely setup, turn on, and adjust an oxygen/fuel cutting rig.
2. Have the ability to, safely, make quality cuts in all positions using an oxygen/fuel cutting rig.

Schedule

Week 1- 15

The skills obtained in this course will be utilized in preparation for for reading industrial blueprints.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1327

Title Codes and Standards

Description

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Categorize major codes; identify welding procedures; identify welding and NDT symbols; list responsibilities of inspectors; evaluate destructive testing; list alloys/phases of metals; state the effects of heating and cooling; and shop inspection standards; develop welding procedures; and identify NDT test methods and welding discontinuities.

Schedule

Week 4-13

Students will practice safe welding concepts while learning the SMAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the E6010/E7018 electrodes. Emphasis will be put on the GMAW/FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1327

Title Codes and Standards

Description

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Categorize major codes; identify welding procedures; identify welding and NDT symbols; list responsibilities of inspectors; evaluate destructive testing; list alloys/phases of metals; state the effects of heating and cooling; and shop inspection standards; develop welding procedures; and identify NDT test methods and welding discontinuities.

Schedule

Week 4-13

Students will practice safe welding concepts while learning the SMAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the E6010/E7018 electrodes. Emphasis will be put on the GMAW/FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1327

Title Codes and Standards

Description An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

Textbooks No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO) 1. Categorize major codes; identify welding procedures; identify welding and NDT symbols; list responsibilities of inspectors; evaluate destructive testing; list alloys/phases of metals; state the effects of heating and cooling; and shop inspection standards; develop welding procedures; and identify NDT test methods and welding discontinuities.

Schedule Week 4-13
Students will practice safe welding concepts while learning the SMAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the E6010/E7018 electrodes. Emphasis will be put on the GMAW/FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office sswb 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1327

Title Codes and Standards

Description An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

Textbooks No Text book required, class hand outs will be given on an as needed basis

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Schedule Week 4-13
Students will practice safe welding concepts while learning the SMAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the E6010/E7018 electrodes. Emphasis will be put on the GMAW/FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term SUMMER
Section 185

Faculty Matt Siddens
Office AS 119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1417

Title Introduction to Layout and Fabrication)

Description

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify welding symbols;
2. identify and select measuring instruments and tools for fabricating projects;
3. recognize correct layout and fabrication terminology;
4. identify structural shapes and materials.

Schedule

Week 1- 15

Students will use various types of layout and fabrication exercises to mirror real job shop/construction site atmospheres, both on paper and hands on with emphasis being on all types of pipe fitting and fabrication. Group projects as well as individual projects are required.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1417

Title Introduction to Layout and Fabrication)

Description

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify welding symbols;
2. identify and select measuring instruments and tools for fabricating projects;
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Schedule

Week 1- 15

Students will use various types of layout and fabrication exercises to mirror real job shop/construction site atmospheres, both on paper and hands on with emphasis being on all types of pipe fitting and fabrication. Group projects as well as individual projects are required.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1417

Title Introduction to Layout and Fabrication)

Description

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

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1. Identify welding symbols;
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Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1417

Title Introduction to Layout and Fabrication)

Description

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify welding symbols;
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3. recognize correct layout and fabrication terminology;
4. identify structural shapes and materials.

Schedule

Week 1- 15

Students will use various types of layout and fabrication exercises to mirror real job shop/construction site atmospheres, both on paper and hands on with emphasis being on all types of pipe fitting and fabrication. Group projects as well as individual projects are required.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term SUMMER
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1428

Title Introduction to SMAW (Shielded Metal Arc Welding)

Description

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to set up, turn on, and operate welding equipment safely.
2. Have the ability to select the correct equipment to weld with.

Schedule

Week 2-4 with subjects/topics to be revisited as needed throughout semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the flat position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1428

Title Introduction to SMAW (Shielded Metal Arc Welding)

Description

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to set up, turn on, and operate welding equipment safely.
2. Have the ability to select the correct equipment to weld with.

Schedule

Week 2-4 with subjects/topics to be revisited as needed throughout semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the flat position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1428

Title Introduction to SMAW (Shielded Metal Arc Welding)

Description

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to set up, turn on, and operate welding equipment safely.
2. Have the ability to select the correct equipment to weld with.

Schedule

Week 2-4 with subjects/topics to be revisited as needed throughout semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the flat position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office sswb 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1428

Title Introduction to SMAW (Shielded Metal Arc Welding)

Description

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to set up, turn on, and operate welding equipment safely.
2. Have the ability to select the correct equipment to weld with.

Schedule

Week 2-4 with subjects/topics to be revisited as needed throughout semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the flat position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1434

Title Introduction to Gas Tungsten Arc Welding (GTAW)

Description

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and adjust a TIG welding outfit for different applications.
2. Have the ability to properly select the proper tungsten, filler rod, and shielding gas for different TIG welding applications.

Schedule

Week 4-13
Students will practice safe welding concepts while learning the GTAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the ER70S2 electrodes. Emphasis will be put on the FCAW/SMAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1434

Title Introduction to Gas Tungsten Arc Welding (GTAW)

Description

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and adjust a TIG welding outfit for different applications.
2. Have the ability to properly select the proper tungsten, filler rod, and shielding gas for different TIG welding applications.

Schedule

Week 4-13
Students will practice safe welding concepts while learning the GTAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the ER70S2 electrodes. Emphasis will be put on the FCAW/SMAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1434

Title Introduction to Gas Tungsten Arc Welding (GTAW)

Description

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and adjust a TIG welding outfit for different applications.
2. Have the ability to properly select the proper tungsten, filler rod, and shielding gas for different TIG welding applications.

Schedule

Week 4-13

Students will practice safe welding concepts while learning the GTAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the ER70S2 electrodes. Emphasis will be put on the FCAW/SMAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office sswb 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1434

Title Introduction to Gas Tungsten Arc Welding (GTAW)

Description

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and adjust a TIG welding outfit for different applications.
2. Have the ability to properly select the proper tungsten, filler rod, and shielding gas for different TIG welding applications.

Schedule

Week 4-13
Students will practice safe welding concepts while learning the GTAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the ER70S2 electrodes. Emphasis will be put on the FCAW/SMAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1435

Title Introduction to Pipe Welding

Description

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to translate API codes.
2. Have the ability to select the right rod for the job.

Schedule

Week 1- 3
Students will practice safe welding concepts while learning the SMAW process in the 1G & 2G welding positions. Emphasis will be on the E6010 & E7018 electrodes. Some emphasis will be put on the FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1435

Title Introduction to Pipe Welding

Description

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to translate API codes.
2. Have the ability to select the right rod for the job.

Schedule

Week 1- 3
Students will practice safe welding concepts while learning the SMAW process in the 1G & 2G welding positions. Emphasis will be on the E6010 & E7018 electrodes. Some emphasis will be put on the FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1435

Title Introduction to Pipe Welding

Description

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to translate API codes.
2. Have the ability to select the right rod for the job.

Schedule

Week 1- 3
Students will practice safe welding concepts while learning the SMAW process in the 1G & 2G welding positions. Emphasis will be on the E6010 & E7018 electrodes. Some emphasis will be put on the FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1435

Title Introduction to Pipe Welding

Description

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to translate API codes.
2. Have the ability to select the right rod for the job.

Schedule

Week 1- 3
Students will practice safe welding concepts while learning the SMAW process in the 1G & 2G welding positions. Emphasis will be on the E6010 & E7018 electrodes. Some emphasis will be put on the FCAW process in these positions also.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1453

Title INTERMEDIATE LAYOUT AND FABRICATION

Description An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

Textbooks No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify auxiliary views and calculate steel and pipe dimensions using layout tools and construction templates.
2. Identify fittings, weldments, templates, and tools

Schedule

Week 1-13
Students will participate in layout and fabrication exercises to increase skill sets in various methods of field measurement and field verification to include field sketching and interpretation. Emphasis being placed on pipe fitting and fabrication. Group projects as well as individual projects will be required. These skill sets will be utilized and revisited throughout the remainder of the semester.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1453

Title INTERMEDIATE LAYOUT AND FABRICATION

Description

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify auxiliary views and calculate steel and pipe dimensions using layout tools and construction templates.
2. Identify fittings, weldments, templates, and tools

Schedule

Week 1-13
Students will participate in layout and fabrication exercises to increase skill sets in various methods of field measurement and field verification to include field sketching and interpretation. Emphasis being placed on pipe fitting and fabrication. Group projects as well as individual projects will be required. These skill sets will be utilized and revisited throughout the remainder of the semester.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1453

Title INTERMEDIATE LAYOUT AND FABRICATION

Description

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify auxiliary views and calculate steel and pipe dimensions using layout tools and construction templates.
2. Identify fittings, weldments, templates, and tools

Schedule

Week 1-13
Students will participate in layout and fabrication exercises to increase skill sets in various methods of field measurement and field verification to include field sketching and interpretation. Emphasis being placed on pipe fitting and fabrication. Group projects as well as individual projects will be required. These skill sets will be utilized and revisited throughout the remainder of the semester.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1453

Title INTERMEDIATE LAYOUT AND FABRICATION

Description An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

Textbooks No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify auxiliary views and calculate steel and pipe dimensions using layout tools and construction templates.
2. Identify fittings, weldments, templates, and tools

Schedule

Week 1-13
Students will participate in layout and fabrication exercises to increase skill sets in various methods of field measurement and field verification to include field sketching and interpretation. Emphasis being placed on pipe fitting and fabrication. Group projects as well as individual projects will be required. These skill sets will be utilized and revisited throughout the remainder of the semester.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2019-2020
Term SUMMER
Section 190

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 1457

Title Intermediate SMAW

Description A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Textbooks No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)
1. Identify principles of arc welding;
2. describe arc welding operations of fillet and groove joints
3. explain heat treatments of low alloy steels
4. explain weld size and profiles

Schedule Week 8-15 Skills learned in this course will prepare students for certification to AWS D1.1

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 1457

Title Intermediate SMAW

Description A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Textbooks No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)
1. Identify principles of arc welding;
2. describe arc welding operations of fillet and groove joints
3. explain heat treatments of low alloy steels
4. explain weld size and profiles

Schedule Week 8-15 Skills learned in this course will prepare students for certification to AWS D1.1

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 1457

Title Intermediate SMAW

Description

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify principles of arc welding;
2. describe arc welding operations of fillet and groove joints
3. explain heat treatments of low alloy steels
4. explain weld size and profiles

Schedule

Week 8-15 Skills learned in this course will prepare students for certification to AWS D1.1

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 1457

Title Intermediate SMAW

Description

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify principles of arc welding;
2. describe arc welding operations of fillet and groove joints
3. explain heat treatments of low alloy steels
4. explain weld size and profiles

Schedule

Week 8-15 Skills learned in this course will prepare students for certification to AWS D1.1

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 2406

Title Intermediate Pipe Welding

Description

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 2G, 5G, and 6G using E6010 and E7018 electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to describe equipment and required pipe preparation.
2. Have the ability perform 2G welds using E6010 and E7018 electrodes.

Schedule

Week 4-6
Skill sets learned in this course will be revisited as needed in the remainder of the semester. Scheduled projects will be S-O-Weld/Butt weld projects on the 2G/5G/6G positions utilizing the GMAW/FCAW/SMAW processes.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 2406

Title Intermediate Pipe Welding

Description

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 2G, 5G, and 6G using E6010 and E7018 electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to describe equipment and required pipe preparation.
2. Have the ability perform 2G welds using E6010 and E7018 electrodes.

Schedule

Week 4-6
Skill sets learned in this course will be revisited as needed in the remainder of the semester. Scheduled projects will be S-O-Weld/Butt weld projects on the 2G/5G/6G positions utilizing the GMAW/FCAW/SMAW processes.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year 2020-2021

Term Summer

Section 585

Faculty John J Plemons

Office 103

Phone 903-782-0385

email jplemons@parisjc.edu

Course WLDG 2406

Title Intermediate Pipe Welding

Description

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 2G, 5G, and 6G using E6010 and E7018 electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to describe equipment and required pipe preparation.
2. Have the ability perform 2G welds using E6010 and E7018 electrodes.

Schedule

Week 4-6

Skill sets learned in this course will be revisited as needed in the remainder of the semester. Scheduled projects will be S-O-Weld/Butt weld projects on the 2G/5G/6G positions utilizing the GMAW/FCAW/SMAW processes.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 2406

Title Intermediate Pipe Welding

Description

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 2G, 5G, and 6G using E6010 and E7018 electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to describe equipment and required pipe preparation.
2. Have the ability perform 2G welds using E6010 and E7018 electrodes.

Schedule

Week 4-6
Skill sets learned in this course will be revisited as needed in the remainder of the semester. Scheduled projects will be S-O-Weld/Butt weld projects on the 2G/5G/6G positions utilizing the GMAW/FCAW/SMAW processes.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 2413

Title INTERMEDIATE WELDING USING MULTIPLE PROCESSES

Description

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify proper safety equipment and tools and identify and select the proper welding process for a given application.

Schedule

Week 1- 13
Students will use various welding processes during layout and fabrication exercises to mirror real job shop/construction site atmospheres, emphasis being equally placed on safety, layout and fabrication. Group projects as well as individual projects are required.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 2413

Title INTERMEDIATE WELDING USING MULTIPLE PROCESSES

Description

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify proper safety equipment and tools and identify and select the proper welding process for a given application.

Schedule

Week 1- 13
Students will use various welding processes during layout and fabrication exercises to mirror real job shop/construction site atmospheres, emphasis being equally placed on safety, layout and fabrication. Group projects as well as individual projects are required.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 2413

Title INTERMEDIATE WELDING USING MULTIPLE PROCESSES

Description

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify proper safety equipment and tools and identify and select the proper welding process for a given application.

Schedule

Week 1- 15

Students will use various welding processes during layout and fabrication exercises to mirror real job shop/construction site atmospheres, emphasis being equally placed on safety, layout and fabrication. Group projects as well as individual projects are required.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 2413

Title INTERMEDIATE WELDING USING MULTIPLE PROCESSES

Description

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify proper safety equipment and tools and identify and select the proper welding process for a given application.

Schedule

Week 1- 13

Students will use various welding processes during layout and fabrication exercises to mirror real job shop/construction site atmospheres, emphasis being equally placed on safety, layout and fabrication. Group projects as well as individual projects are required.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 2435

Title ADVANCED LAYOUT AND FABRICATION

Description

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills..

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

Apply appropriate techniques of fabrication.
2. Design welding projects.

Schedule

Week 1- 13
Students will use various types of layout and fabrication exercises to mirror real job shop/construction site atmospheres, both on paper and hands on with emphasis being on all types of pipe fitting and fabrication. Group projects as well as individual projects are required and will be evaluated with safety being priority.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 2435

Title ADVANCED LAYOUT AND FABRICATION

Description

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills..

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

Apply appropriate techniques of fabrication.
2. Design welding projects.

Schedule

Week 1- 13
Students will use various types of layout and fabrication exercises to mirror real job shop/construction site atmospheres, both on paper and hands on with emphasis being on all types of pipe fitting and fabrication. Group projects as well as individual projects are required and will be evaluated with safety being priority.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 2435

Title ADVANCED LAYOUT AND FABRICATION

Description

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills..

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

Apply appropriate techniques of fabrication.
2. Design welding projects.

Schedule

Week 1- 15
Students will use various types of layout and fabrication exercises to mirror real job shop/construction site atmospheres, both on paper and hands on with emphasis being on all types of pipe fitting and fabrication. Group projects as well as individual projects are required and will be evaluated with safety being priority.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 2435

Title ADVANCED LAYOUT AND FABRICATION

Description

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills..

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

Apply appropriate techniques of fabrication.
2. Design welding projects.

Schedule

Week 1- 13
Students will use various types of layout and fabrication exercises to mirror real job shop/construction site atmospheres, both on paper and hands on with emphasis being on all types of pipe fitting and fabrication. Group projects as well as individual projects are required and will be evaluated with safety being priority.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 2443

Title Advanced SMAW

Description

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to make quality welds in the overhead position using various welding techniques.
2. Have the ability to pass the AWS overhead welding test using an E6010 electrode.

Schedule

Week 11-13

Students in this course are utilizing all of the skills learned during the semester in preparation for the AWS Certification test which is taken the following week. Scheduled projects will be fillet/butt weld projects utilizing the SMAW process in the all position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 2443

Title Advanced SMAW

Description

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to make quality welds in the overhead position using various welding techniques.
2. Have the ability to pass the AWS overhead welding test using an E6010 electrode.

Schedule

Week 11-13

Students in this course are utilizing all of the skills learned during the semester in preparation for the AWS Certification test which is taken the following week. Scheduled projects will be fillet/butt weld projects utilizing the SMAW process in the all position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 2443

Title Advanced SMAW

Description Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Textbooks No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)
1. Have the ability to make quality welds in the overhead position using various welding techniques.
2. Have the ability to pass the AWS overhead welding test using an E6010 electrode.

Schedule Week 11-13
Students in this course are utilizing all of the skills learned during the semester in preparation for the AWS Certification test which is taken the following week. Scheduled projects will be fillet/butt weld projects utilizing the SMAW process in the all position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 2443

Title Advanced SMAW

Description

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to make quality welds in the overhead position using various welding techniques.
2. Have the ability to pass the AWS overhead welding test using an E6010 electrode.

Schedule

Week 11-13

Students in this course are utilizing all of the skills learned during the semester in preparation for the AWS Certification test which is taken the following week. Scheduled projects will be fillet/butt weld projects utilizing the SMAW process in the all position.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 2451

Title Advanced Gas Tungsten Arc Welding (GTAW)

Description

Advanced topics in GTAW welding, including welding in various positions and directions.v

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Demonstrate proficiency in various welding positions; 2. describe safety rules and equipment used; 3. describe the effects of welding parameters in GTAW; 4. weld various joint designs; 5. diagnose welding problems; 6. perform visual inspection.

Schedule

Week 4-13

Students will practice safe welding concepts while learning the GTAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the ER70S2 filler metal.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 2451

Title Advanced Gas Tungsten Arc Welding (GTAW)

Description

Advanced topics in GTAW welding, including welding in various positions and directions.v

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Demonstrate proficiency in various welding positions; 2. describe safety rules and equipment used; 3. describe the effects of welding parameters in GTAW; 4. weld various joint designs; 5. diagnose welding problems; 6. perform visual inspection.

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Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
email jplemons@parisjc.edu

Course WLDG 2451

Title Advanced Gas Tungsten Arc Welding (GTAW)

Description

Advanced topics in GTAW welding, including welding in various positions and directions.v

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Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

Course WLDG 2451

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Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 185

Faculty Matt Siddens
Office AS119
Phone 903-782-0449
email msiddens@parisjc.edu

Course WLDG 2453

Title Advanced Pipe Welding

Description

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to translate ASME and AWS codes.
2. Have the ability to weld pipe in the 2G position using SMAW process.

Schedule

Week 7-9
Skill sets learned in this course will be revisited as needed in the remainder of the semester. Scheduled projects will be S-O-Weld/Butt weld projects on the 5G/6G positions utilizing the GTAW/GMAW/FCAW/SMAW processes.

Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 186

Faculty Clint Hutchins
Office AS123
Phone 903-782-0384
email chutchins@parisjc.edu

Course WLDG 2453

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Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 585

Faculty John J Plemons
Office 103
Phone 903-782-0385
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Course WLDG 2453

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Paris Junior College Syllabus
Year 2020-2021
Term Summer
Section 586

Faculty Johnny Glasco
Office SSWB 104
Phone 903-285-4875
email jglasco@parisjc.edu

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