

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 290

Faculty Jennifer Coon
Office NA
Phone NA
email jcoon@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, statement of cash flows, and statement of

Textbooks

Miller-Nobles/Mattison: Horngren's Financial & Managerial Accounting 7th Edition
Author(s): Miller-Nobles, Tracie | Mattison, Brenda
Textbook ISBN-13: 9780136516255

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:
1. Learn concepts surrounding corporate form of business.
2. Analyze and complete journal entries for common, preferred and treasury stock.
3. Apply concepts for long-term debt financing and redemption.

Schedule

Week 1- Chapter 1
Week 2-Chapter 1 & 2
Week 3-Chapter 3 & 4
Week 4- Review and take Test 1
Week 5- Chapter 5 & 6
Week 6- Chapter 8 &9
Week 7-Review and take Test 2
Week 8-Chapter 10 & 11
Week 9-Chapter Chapter 12 & 13
Week 10-Chapter 14 & 15
Week 11- Take Exam 3 also Review for Final and take Final

Evaluation methods

Evaluations consist of homework, quizzes, tests, and the final exam. All homework assignments are due by deadlines listed in the MyLab. All Late work will have an automatic 50% penalty applied (homework, quizzes, and tests). Students are required to complete each assignment and cannot advance until the prior level/assignment is successfully completed

The final course grade is based on the following:

Course WorkPoint Value

Section I Test 100

Section II Test 150

Section III Test 200

Final Exam- 300

Quizzes Total 150

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 290

Faculty Jennifer Coon

Office NA

Phone NA

email jcoon@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

Textbooks

Miller-Nobles/Mattison: Horngren's Financial & Managerial Accounting 7th Edition
Author(s): Miller-Nobles, Tracie | Mattison, Brenda
Textbook ISBN-13: 9780136516255

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:
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, control and decision

Schedule

Week 1- Chapter 1
Week 2-Chapter 2
Week 3-Chapter 3
Week 4- Review and take Test 1
Week 5- Chapter 5 & 9
Week 6- Chapter 10 & 11
Week 7-Review and take Test 2
Week 8-Chapter 4
Week 9-Chapter 6
Week 10-Chapter 7 & 8
Week 11- Take Exam 3 also Review for Final and take Final

Evaluation methods

Evaluations consist of homework, quizzes, tests, and the final exam. All homework assignments are due by deadlines listed in the MyLab. All Late work will have an automatic 50% penalty applied (homework, quizzes, and tests). Students are required to complete each assignment and cannot advance until the prior level/assignment is successfully completed

The final course grade is based on the following:

Course WorkPoint Value

Section I Test 100

Section II Test 150

Section III Test 200

Final Exam- 300

Quizzes Total 150

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 290

Faculty

Office

Phone

email

Wanda Duncan

AS 155

(903) 782-0378

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
Week 12: Complete missing assignment(s)

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 2022
Term Summer 1
Section 100

Faculty Office Phone email
Mario Munguia Jr
mmunguia@parisjc.edu

Course ARTS 1301

Title Art Appreciation

Description A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Three credit hours.

Textbooks Open resources are used, no textbook required. All materials will be available online in the form of links, power points and videos.

Student Learning Outcomes (SLO) Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis evaluation and synthesis of information
Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication

Schedule

Week 1
UNIT #1 INTRO DISCUSSION, PREHISTORIC ART, GRAFFITI AND MURALS
UNIT #2 CLASSICAL ART- IDEALISM, ANCIENT GREECE AND ROME
Week 2
UNIT # 3 BYZANTINE ART, RELIGIOUS ART AND MOSAIC ART
UNIT #4 RENAISSANCE ART, HUMANISM, ART GUILDS
ELEMENTS OF ART
Week 3
PRINCIPLES OF DESIGN
UNIT # 5 IMPRESSIONISM, POST IMPRESSIONISM & CUBISM
UNIT #6 NON-OBJECTIVE ART, ABSTRACT ART, REPRESENTATIONAL ART
Week 4
UNIT # 7 SURREALISM & ABSTRACT EXPRESSIONISM & JUDY PFAFF
UNIT #8 POP ART, POPULAR CULTURE
Week 5
UNIT #9 TRADITIONAL MEDIUMS
IN TWO-DIMENSIONAL ARTWORK

Evaluation methods

Each unit may consist of quizzes, discussions, art projects, written papers and one final assignment to equal 1000 available points for the semester.

Quizzes, Discussions, Artwork and Writing Assignments900 points
Final Exam Essay or Artwork.....100 Points
Total Points available.....1,000 points

900-1000 points will equal= 90-100 A
800-899 points will equal = 80-89 B
700-799 points will equal = 70-79 C
600-699 points will equal = 60-69 D
599 -0 points will equal = 0-59 = F

Paris Junior College Syllabus

Year 2021-2022

Term Summer I

Section 200

Faculty

Office

Phone

email

Lena Spencer

Art Building Annex III

903.782.0438

lspencer@parisjc.edu

Course ARTS 1301

Title Art Appreciation

Description

Description: A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Three credit hours.

Textbooks

Open resources used, no textbook required. All materials will be available online in the form of links, power points and videos.

Student

Learning

Outcomes

(SLO)

Student Learning Outcomes (Program Level)

1. Demonstrate the ability to recognize in a work of art chosen randomly from any culture or historical period these three examples of design elements: color harmony, use of perspective, and understanding of dimension.

Schedule

UNIT #1 INTRO DISCUSSION, PREHISTORIC ART, GRAFFITI AND MURALS
UNIT #2 CLASSICAL ART- IDEALISM, ANCIENT GREECE AND ROME
UNIT # 3 BYZANTINE ART, RELIGIOUS ART AND MOSAIC ART
UNIT #4 RENAISSANCE ART, HUMANISM, ART GUILDS
UNIT # 5 IMPRESSIONISM, POST IMPRESSIONISM & CUBISM
UNIT #6 NON-OBJECTIVE ART, ABSTRACT ART, REPRESENTATIONAL ART P&E of Design
UNIT # 7 SURREALISM & ABSTRACT EXPRESSIONISM & JUDY PFAFF
UNIT #8 POP ART, POPULAR CULTURE
UNIT #9 TRADITIONAL MEDIUMS IN TWO-DIMENSIONAL ARTWORK
UNIT #10 TRADITIONAL MEDIUMS IN THREE-DIMENSIONAL ARTWORK
UNIT #11 INSTALLATION ART ART 21 ARTISTS
UNIT #12 KINETIC ART
FINAL ASSIGNMENT CHOOSE : ARTWORK OR ESSAY OPTION

Evaluation methods

Course Requirements and Evaluation:

Each unit may consist of tests, quizzes, discussions, art projects and written papers to equal 1000 available points for the semester.

Unit One through Fifteen will total900 points

Final Exam (Essay or Artwork.....100 Points

Total Points available.....1,000 points

900-1000 points will equal= 90-100 A

800-899 points will equal = 80-89 B

700-799 points will equal = 70-79 C

600-699 points will equal = 60-69 D

Paris Junior College Syllabus
Year 2021-2022
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, Fundamentals of Information Technology Concepts and Creating and Modifying a Flyer
Week 2: Creating a Research Paper, Word Assessment, and Creating and Editing Presentations with Pictures
Week 3: Enhancing Presentations with Shapes and SmartArt, PowerPoint Exam, and Creating a Worksheet and a Chart
Week 4: Formulas, Functions, and Formatting, and Working with Large Worksheets, Charting, and What-If Analysis
Week 5: Financial Functions, Data Tables, and Amortization Schedules, Spreadsheet Assessment, and Databases and Database Objects: An Intro
Week 6: Querying a Database, Database Assessment, and Final Exam
Week 16: Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus

Year 2021-2022

Term Summer II

Section 205

Faculty

Office

Phone

email

Marjorie Pannell

AS 140

903 782 0360

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, Fundamentals of Information Technology Concepts and Creating and Modifying a Flyer
Week 2: Creating a Research Paper, Word Assessment, and Creating and Editing Presentations with Pictures
Week 3: Enhancing Presentations with Shapes and SmartArt, PowerPoint Exam, and Creating a Worksheet and a Chart
Week 4: Formulas, Functions, and Formatting, and Working with Large Worksheets, Charting, and What-If Analysis
Week 5: Financial Functions, Data Tables, and Amortization Schedules, Spreadsheet Assessment, and Databases and Database Objects: An Intro
Week 6: Querying a Database, Database Assessment, and Final Exam
Week 16: Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer 1
Section 430

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8716
email mkjellander@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
Week 2: Creating and Modifying a Flyer
Week 3: Creating a Research Paper
Week 4: Word Assessment
Week 5: Creating a Worksheet and a Chart
Week 6: Formulas, Functions, and Formatting
Week 7: Working with Large Worksheets, Charting, and What-If Analysis
Week 8: Financial Functions, Data Tables, and Amortization Schedules
Week 9: Spreadsheet Assessment
Week 10: Databases and Database Objects: An Intro
Week 11: Querying a Database
Week 12: Database Assessment
Week 13: Creating and Editing Presentations with Pictures
Week 14: Enhancing Presentations with Shapes and SmartArt
Week 15: PowerPoint Assessment
Week 16: Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer 2
Section 435

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8716
email mkjellander@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
Week 2: Creating and Modifying a Flyer
Week 3: Creating a Research Paper
Week 4: Word Assessment
Week 5: Creating a Worksheet and a Chart
Week 6: Formulas, Functions, and Formatting
Week 7: Working with Large Worksheets, Charting, and What-If Analysis
Week 8: Financial Functions, Data Tables, and Amortization Schedules
Week 9: Spreadsheet Assessment
Week 10: Databases and Database Objects: An Intro
Week 11: Querying a Database
Week 12: Database Assessment
Week 13: Creating and Editing Presentations with Pictures
Week 14: Enhancing Presentations with Shapes and SmartArt
Week 15: PowerPoint Assessment
Week 16: Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer 2
Section 436

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8716
email mkjellander@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
Week 2: Creating and Modifying a Flyer
Week 3: Creating a Research Paper
Week 4: Word Assessment
Week 5: Creating a Worksheet and a Chart
Week 6: Formulas, Functions, and Formatting
Week 7: Working with Large Worksheets, Charting, and What-If Analysis
Week 8: Financial Functions, Data Tables, and Amortization Schedules
Week 9: Spreadsheet Assessment
Week 10: Databases and Database Objects: An Intro
Week 11: Querying a Database
Week 12: Database Assessment
Week 13: Creating and Editing Presentations with Pictures
Week 14: Enhancing Presentations with Shapes and SmartArt
Week 15: PowerPoint Assessment
Week 16: Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer 1
Section 530

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8716
email mkjellander@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
Week 2: Creating and Modifying a Flyer
Week 3: Creating a Research Paper
Week 4: Word Assessment
Week 5: Creating a Worksheet and a Chart
Week 6 Formulas, Functions, and Formatting
Week 7: Working with Large Worksheets, Charting, and What-If Analysis
Week 8: Financial Functions, Data Tables, and Amortization Schedules
Week 9: Spreadsheet Assessment
Week 10: Databases and Database Objects: An Intro
Week 11: Querying a Database
Week 12: Database Assessment
Week 13: Creating and Editing Presentations with Pictures
Week 14: Enhancing Presentations with Shapes and SmartArt
Week 15: PowerPoint Assessment
Week 16: Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 140

Faculty Gregory Potts
Office By Appointment
Phone (903) 785-7661
email gpotts@parisjc.edu

Course Biol 1322

Title Nutrition and Diet Therapy

Description

Course Description:
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines

Textbooks

Wardlaws Contemporary Nutrition 12th ed. Connect Plus Access Code with ebook
ISBN#9781260790023

*note if you do not prefer a hard copy book you can use the E-book that comes with the connect

Student Learning Outcomes (SLO)

Course Goals and Objectives:
THECB Science Core Objectives:
Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis,

Schedule

Course Schedule: June 1 to July 7th
Chapters Covered:
Chapter 1 – Nutrition Food Choices and Health
Chapter 2 – Designing a Healthy Eating Pattern
Chapter 3 – The Human Body: A Nutrition Perspective
Chapter 4 – Carbohydrates
Chapter 5 – Lipids
Chapter 6 – Proteins
Chapter 7 – Energy Balance and Weight Control Alcohol
Chapter 8 – Vitamins
Chapter 9 – Water and Minerals
Chapter 10 – Nutrition: Fitness and Sports
Chapter 11 – Eating Disorders
Chapter 12 – Protecting Our Food Supply
Class Schedule
Week 1: 6-1 to 6-2 - Syllabus, Ch. 1/Ch. 2

Evaluation methods

Course Requirements and Evaluation:

Evaluation Methods:

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

*****Note all assignments must be accessed through Black Board. When you click on your first McGraw Hill assignment in Black Board it will ask you to register and you will either provide the code you have already purchased or you can buy one at that time with a credit card. ANY assignments accessed outside of YOUR Black Board page may not award you credit and I will not be responsible for the assignment point values to be found and moved back into Black Board so be warned only access assignments from your Black Board course page!!

Exams: There are 4 scheduled exams. The 1st exam will be online. The other 3 will be determined later.

Note: Due dates for assignments in McGraw Hill Connect are clearly marked. Smart Book

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 200

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 12-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 2022
Term Summer I
Section 440

Faculty Gregory Potts
Office By Appointment
Phone (903) 785-7661
email gpotts@parisjc.edu

Course Biol 1322

Title Nutrition and Diet Therapy

Description

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines

Textbooks

Wardlaws Contemporary Nutrition 12th ed. Connect Plus Access Code with ebook
ISBN#9781260790023

*note if you do not prefer a hard copy book you can use the E-book that comes with the connect

Student Learning Outcomes (SLO)

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis,

Schedule

Course Schedule: June 1 to July 7th

Chapters Covered:

- Chapter 1 – Nutrition Food Choices and Health
- Chapter 2 – Designing a Healthy Eating Pattern
- Chapter 3 – The Human Body: A Nutrition Perspective
- Chapter 4 – Carbohydrates
- Chapter 5 – Lipids
- Chapter 6 – Proteins
- Chapter 7 – Energy Balance and Weight Control Alcohol
- Chapter 8 – Vitamins
- Chapter 9 – Water and Minerals
- Chapter 10 – Nutrition: Fitness and Sports
- Chapter 11 – Eating Disorders
- Chapter 12 – Protecting Our Food Supply

Class Schedule

Week 1: 6-1 to 6-2 - Syllabus Ch. 1/Ch. 2

Evaluation methods

Course Requirements and Evaluation:

Evaluation Methods:

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

*****Note all assignments must be accessed through Black Board. When you click on your first McGraw Hill assignment in Black Board it will ask you to register and you will either provide the code you have already purchased or you can buy one at that time with a credit card. ANY assignments accessed outside of YOUR Black Board page may not award you credit and I will not be responsible for the assignment point values to be found and moved back into Black Board so be warned only access assignments from your Black Board course page!!

Exams: There are 4 scheduled exams. The 1st exam will be online. The other 3 will be determined later.

Note: Due dates for assignments in McGraw Hill Connect are clearly marked. Smart Book

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 540

Faculty Gregory Potts
Office By Appointment
Phone (903) 785-7661
email gpotts@parisjc.edu

Course Biol 1322

Title Nutrition and Diet Therapy

Description

Course Description:

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines

Textbooks

Wardlaws Contemporary Nutrition 12th ed. Connect Plus Access Code with ebook
ISBN#9781260790023

*note if you do not prefer a hard copy book you can use the E-book that comes with the connect

Student Learning Outcomes (SLO)

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis,

Schedule

Course Schedule: June 1 to July 7th

Chapters Covered:

- Chapter 1 – Nutrition Food Choices and Health
- Chapter 2 – Designing a Healthy Eating Pattern
- Chapter 3 – The Human Body: A Nutrition Perspective
- Chapter 4 – Carbohydrates
- Chapter 5 – Lipids
- Chapter 6 – Proteins
- Chapter 7 – Energy Balance and Weight Control Alcohol
- Chapter 8 – Vitamins
- Chapter 9 – Water and Minerals
- Chapter 10 – Nutrition: Fitness and Sports
- Chapter 11 – Eating Disorders
- Chapter 12 – Protecting Our Food Supply

Class Schedule

Week 1: 6-1 to 6-2 - Syllabus Ch. 1/Ch. 2

Evaluation methods

Course Requirements and Evaluation:

Evaluation Methods:

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

*****Note all assignments must be accessed through Black Board. When you click on your first McGraw Hill assignment in Black Board it will ask you to register and you will either provide the code you have already purchased or you can buy one at that time with a credit card. ANY assignments accessed outside of YOUR Black Board page may not award you credit and I will not be responsible for the assignment point values to be found and moved back into Black Board so be warned only access assignments from your Black Board course page!!

Exams: There are 4 scheduled exams. The 1st exam will be online. The other 3 will be determined later.

Note: Due dates for assignments in McGraw Hill Connect are clearly marked. Smart Book

Paris Junior College Syllabus

Year 2021

Term Summer

Section 200

Faculty

Office

Phone

email

Jeanmarie Stiles

GC 209

903-457-8717

jstiles@parisjc.edu

Course BIOL-1408

Title Biology for non-Science Majors

Description

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and

Textbooks

Inquiry Into Life 16th edition by Sylvia Mader, ISBN 9781264354665.

Loose Leaf textbook with McGraw-Hill Connect access code.

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

Due Lecture

Lab

6/11#1 Assignment: Syllabus Quiz

Connect Orientation Assignment

Virtual Lab Tutorial

6/11Metric System Quiz

6/11Ch 2 Homework: Molecules

Discussion Board: Introductions

Lecture Activity: Chemistry

Lab Safety

6/11Ch 3 Homework: Cell Structure

Lecture Activity: Cells

Metric Measurements Lab

6/11Unit 1 Exam (ch 2 & 3)

6/18Ch 4 Homework: Cell Membranes

Lecture Activity: Membranes

Diffusion and Osmosis Labs

6/18Ch 5 Homework: Cell Division

Lecture Activity: Cell Division

6/18Unit 2 Exam (ch 4 & 5)

6/18Ch 6 Homework: Metabolism

Evaluation methods

420 points Lecture exams & final exam
80 points Scientific Inquiry Group Project
200 points Lecture assignments
300 points Lab assignments in McGraw-Hill Connect
1,000 points Total

Grading Scale:

Points Letter Grade

900 – 1000 A

800 – 899 B

700 – 799 C

600 – 699 D

0 – 599 E

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 130

Faculty Dr. Jack Brown
Office MS 210F
Phone 903-782-0319
email jbrown@parisjc.edu

Course Biol 2401.130

Title Anatomy and Physiology 1

Description

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Textbooks

Hole's Human Anatomy and Physiology 15th Ed.
With Connect Access
ISBN: 9781260254488

Student Learning Outcomes (SLO)

ACGM Course Learning Outcomes:
Lecture: Upon successful completion of this course, students will:
1. Use anatomical terminology to identify and describe locations of major organs of each system covered.

Schedule

Course Schedules:

June 1 - Introduction to A&P

June 2 – Chemistry of Life

June 6 – Chemistry of Life/The Cell

June 7 – The Cell

June 8 – Exam 1 – Cell Metabolism

June 9 – Cell Metabolism

June 13 – Tissues

June 14 – Integument

Evaluation methods

Course Requirements and Evaluation:

3 Unit Exams □ 30% of course grade

Mid-Term Exam □ 10% of course grade

Lab – Virtual MGH Connect □ 40% of course grade

Bones & Muscles Exam (5% each) □ 10% of course grade

Comprehensive Final Exam □ 10% of course grade

□ 0%

Note: The Unit 1, 3, and 4 Exams are not proctored and you may use 1 sheet of notes on them. The Mid-Term and Final Exams are proctored. No notes or help in any form are allowed on the Mid-Term or Final.

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 200

Faculty Dr. Jack Brown
Office MS 210F
Phone 903-782-0319
email jbrown@parisjc.edu

Course Biol 2401.200

Title Anatomy and Physiology 1

Description

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Textbooks

Hole's Human Anatomy and Physiology 15th Ed.
Loose Leaf with Connect Access
ISBN: 9781260254488

Student Learning Outcomes (SLO)

ACGM Course Learning Outcomes:
Lecture: Upon successful completion of this course, students will:
1. Use anatomical terminology to identify and describe locations of major organs of each system covered.

Schedule

Course Schedules:

Unit1: Covers Ch 1-3 (Intro-Cell)

Open from 6/1/22 at 7:00am --- 6/9/22 at 11:59pm
Timed Unit 1 Exam – Open from 6/5/21---6/9/21

□

Unit 1 Tips: For each assigned chapter, complete the LS assignment, 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 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 4-6 (Metabolism - Integument)

Open from 6/9/22 at 7:00am --- 6/17/22 at 11:59pm

Evaluation methods

The first assignments are tutorials to help you learn Connect, your APR Cadaver Dissection Tool, how your virtual labs work, and some helpful lecture video links

Bones Practice Exam: This has unlimited attempts, and you can find the images in this assignment inside your APR Cadaver Dissection Tool under the "Skeletal" Module. This practice exam closes the day before your actual Bones Exam opens. The Bones Exam is TIMED, so study this well!

Muscles Practice Exam: This has unlimited attempts, and you can find the images in this assignment inside your APR Cadaver Dissection Tool under the "Muscular" Module. This practice exam closes the day before your actual Muscles Exam opens. The Muscles Exam is TIMED, so study this well!

The first 4 introduction and tutorial videos are – 5pts each (20pts)

Paris Junior College Syllabus
Year 2021 - 2022
Term Summer I
Section 201

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

Course BIOL 2401

Title Anatomy and Physiology I

Description

BIOL 2401 Anatomy and Physiology I (Lecture)
Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Textbooks

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

Student Learning Outcomes (SLO)

Upon completion of this course, students will:
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.

Schedule

**Week 1 - June 1 through June 4
Course Activities
1. Students should read the syllabus to have a thorough understanding of the course assignments and exams. If after reading the syllabus you should have questions, please do not hesitate to ask.
2. All students must be actively participating in the coursework prior to the official reporting day for summer I 2022, Tuesday, June 7, to remain enrolled in the class. Any student who is not "actively" participating in the course is required by state guidelines to be dropped from the course. The act of merely signing into your Blackboard course does not meet the requirements of "actively" participating, thus each student must register in Connect® containing the course assignments, exams, quiz, and course resources prior to midnight Monday, June 6 to remain enrolled in their BIOL Anatomy and Physiology I course.
3. It is essential upon the commencement of the semester students have the course materials whether they purchase from the Paris Junior College Bookstore, the publisher, an outside source, or utilize the "free" two week offering by the publisher if funding is a temporary issue. Students must register for Connect® containing course resources, assignments, and exams. Students may register with either their paid access code or for the "two week" free trial, thus all students should begin working on the course assignments. The "free" access gives students access to the assignments as well as an

Evaluation methods

The graded components for BIOL 2401.201 will consist of:

1. Seven course exams.
2. Fourteen homework assignments corresponding to the chapters of study.
3. Twenty-one Virtual Labs® laboratory assignments.
4. Metric Conversion Quiz.

BIOL 2401.201 Graded Course Component Point Value Toward Grade

Exam I (Chapters 1 through Chapter 3) 100

Exam II (Chapters 4 through Chapter 6) 100

Exam III (Chapters 7 through Chapter 9) 100

Exam IV (Chapters 10 through Chapter 12) 100

Comprehensive Final Exam 140

Paris Junior College Syllabus
 Year 2022
 Term Summer
 Section 430 & 531

Faculty Jeanmarie Stiles
 Office GC 209
 Phone 903-457-8717
 email jstiles@parisjc.edu

Course BIOL-2401

Title Anatomy and Physiology I

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,

Textbooks

Hole's Human Anatomy and Physiology, 15th edition by Shier. ISBN 9781260165227. ebook with McGraw-Hill Connect access code. Code good for 540 days.

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	Lecture	Lab
1	First Assignment: Syllabus Quiz	Safety and Metric System
1	Ch 1: Introduction	
1	Activity 1: Drawing Body Cavities	
1	Ch 2: Chemical Basis	Microscope □
2	Ch 3: Cells	Cells
2	Exam 1 (chapter 1, 2, 3)	Diffusion and Osmosis
3	Ch 4: Cellular Metabolism	
3	Ch 5: Tissues	Tissues
	Activity 2: Tissues Outline	
3	Ch 6: Integumentary System	Integumentary System
3	Exam 2 (chapter 4, 5, 6)	
4	Ch 7: Skeletal System	Bones
4	Ch 8: Joints	
5	Scientific Inquiry Group Project due □	
4	Ch 9: Muscular System	Bones Exam
4	Exam 3 (chapter 7, 8, 9)	

Evaluation methods

	Lecture□	Lab
400 pts	Unit Exams (4) and Final Exam	200 pts Activities and Quizzes
220 pts	Activities & Assignments	50 pts Lab Practical I
80 pts	Scientific Inquiry Group Assignment	50 pts Lab Practical II

Paris Junior College Syllabus
 Year 2022
 Term Summer
 Section 430 & 531

Faculty Jeanmarie Stiles
 Office GC 209
 Phone 903-457-8717
 email jstiles@parisjc.edu

Course BIOL-2401

Title Anatomy and Physiology I

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,

Textbooks

Hole's Human Anatomy and Physiology, 15th edition by Shier. ISBN 9781260165227. ebook with McGraw-Hill Connect access code. Code good for 540 days.

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	Lecture	Lab
1	First Assignment: Syllabus Quiz	Safety and Metric System
1	Ch 1: Introduction	
1	Activity 1: Drawing Body Cavities	
1	Ch 2: Chemical Basis	Microscope □
2	Ch 3: Cells	Cells
2	Exam 1 (chapter 1, 2, 3)	Diffusion and Osmosis
3	Ch 4: Cellular Metabolism	
3	Ch 5: Tissues	Tissues
	Activity 2: Tissues Outline	
3	Ch 6: Integumentary System	Integumentary System
3	Exam 2 (chapter 4, 5, 6)	
4	Ch 7: Skeletal System	Bones
4	Ch 8: Joints	
5	Scientific Inquiry Group Project due □	
4	Ch 9: Muscular System	Bones Exam
4	Exam 3 (chapter 7, 8, 9)	

Evaluation methods

	Lecture□	Lab
400 pts	Unit Exams (4) and Final Exam	200 pts Activities and Quizzes
220 pts	Activities & Assignments	50 pts Lab Practical I
80 pts	Scientific Inquiry Group Assignment	50 pts Lab Practical II

Paris Junior College Syllabus
Year 2021-2022
Term Summer 1
Section 200

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

Shier, Hole's Human Anatomy & Physiology (Connect Access Card), 15th ed. - online access code, includes online assignments and the online textbook; ISBN: 9781260165227

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
 Lecture Test 1
Ch. 16 Lymphatic System and Immunity
Ch. 17 Digestive System
Ch. 18 Nutrition and Metabolism
 Lecture Test 2
Ch. 19 Respiratory System
Ch. 20 Urinary System
Ch. 21 Water, Electrolyte, and Acid-Base Balance
 Lecture Test 3
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 2021-2022
Term Summer 1 2022
Section 200

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

Course BIOL 2420

Title Microbiology for Non Science Majors

Description

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. 4 SCH

Textbooks

Cowan, Microbiology Fundamentals: A Clinical Approach, 4th ed. (Online Access Code ONLY), ISBN: 9781260786033

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:

Lecture:

1. Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.
2. Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.
3. Distinguish between mechanisms of physical and chemical agents to control microbial populations.
4. Explain the unique characteristics of bacterial metabolism and bacterial genetics.
5. Describe evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.
6. Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).
7. Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.
8. Explain transmission and virulence mechanisms of cellular and acellular infectious agents.

Lab:

1. Use and comply with laboratory safety rules, procedures, and universal precautions.
2. Demonstrate proficient use of a compound light microscope.
3. Describe and prepare widely used stains and wet mounts, and discuss their significance in identification of microorganisms.
4. Perform basic microbiology procedures using aseptic techniques for transfer, isolation and observation of commonly encountered, clinically significant bacteria.
5. Use different types of bacterial culture media to grow, isolate, and identify microorganisms.
6. Perform basic bacterial identification procedures using biochemical tests.
7. Estimate the number of microorganisms in a sample using methods such as direct counts, viable plate counts, or spectrophotometric measurements.

Schedule

- Module 1: Chapters 1, 2, 9, & 10
 - Homework & Labs Set 1
 - Test 1 (proctored with Respondus)
- Module 2: Chapters 11, 12, 13, & 14
 - Homework & Labs Set 2
 - Test 2 (proctored with Respondus)
- Module 3: Chapters 15, 16, 17, & 18
 - Homework & Labs Set 3
 - Test 3 (proctored with Respondus)
- Module 4: Chapters 19, 20, 21, & 22
 - Homework & Labs Set 4
 - Lab Practical Test
 - Test 4 (proctored with Respondus)

Evaluation methods

- Homework 15%
- Exam 1 proctored 15%
- Exam 2 proctored 15%
- Exam 3 proctored 15%
- Exam 4 proctored 15%
- Comprehensive Final Exam 15%
- Lab 15%

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 285

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: Part 4 and Chapter 11
Week 9: Chapter 12
Week 10: Chapter 13 and Part 5
Week 11: Chapter 14
Week 12: Chapter 15
Week 13: Chapter 16 and Part 6
Week 14: 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 2021-2022
Term Summer
Section 290

Faculty Lisa Shelton
Office MS 210C
Phone 903-782-0481
email lshelton@parisjc.edu

Course CHEM 1405

Title Introductory Chemistry I

Description Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1405;

Textbooks Introduction to Chemistry by Bauer, 5th edition, McGraw-Hill Publishing Company, ISBN: 9781260264920 (make sure that you get the access code) The access code to McGraw-Hill Connectis is on the bottom of your receipt at the bookstore if you purchased it there. Note that reliable internet is required. A scientific calculator is mandatory for all proctored exams.

Student Learning Outcomes (SLO) Student Learning Outcomes (Physical Science Program-Level)
The main objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences and to enable the student to understand the basis for building and testing theories. The exemplary educational core

Schedule Course Schedules:
Lecture Schedule: See Course Calendar available on Blackboard (Subject to change/Tentative)
Chapter 1: Matter and Energy
Chapter 2: Atoms, Ions, and the Periodic Table
Chapter 3: Chemical Compounds
Chapter 4: Chemical Composition
Chapter 5: Chemical Reactions and Equations
Chapter 6: Quantities in Chemical Reactions
Chapter 7: Electron Structure of the Atom
Chapter 8: Chemical Bonding
Chapter 9: The Gaseous State
Chapter 10: The Liquid and Solid State
Chapter 15: Nuclear Chemistry

Other labs may be substituted at the instructor's discretion

Evaluation methods

Weighted totals: Official grades are posted in BlackBoard.



Connect Online Homework and other assignments (25%)

Lab (20%)

(5%)

(4) Exams (40%)

(1) Final exam (10%)

Attendance

Paris Junior College Syllabus
Year 2021-2022
Term Summer Extended
Section 290

Faculty Lisa Shelton
Office MS 210C
Phone 903-782-0481
email lshelton@parisjc.edu

Course CHEM 1411

Title General Chemistry I

Description Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Textbooks Silberberg: Chemistry -The Molecular Nature of Matter and Change 9e edition.
LL with Connect/Learn Smart Labs Access
ISBN: 9781260477351

Student Learning Outcomes (SLO)
Upon successful completion of this course, students will:
1. Define the fundamental properties of matter.
2. Classify matter, compounds, and chemical reactions.
3. Determine the basic nuclear and electronic structure of atoms.

Schedule Course Schedules:
Lecture Schedule:
Chapter 1: Keys to Studying Chemistry: Definitions, Units, and Problem Solving
Chapter 2: The Components of Matter
Chapter 3: Stoichiometry of Formulas and Equations
Chapter 4: Three Major Classes of Chemical Reactions
Chapter 5: Gases and the KMT
Chapter 6: Thermochemistry: Heat Flow and Chemical Change
Chapter 7: Quantum Theory and Atomic Structure
Chapter 8: Electron Configuration and Chemical Periodicity
Chapter 9: Models of Chemical Bonding
Chapter 10: The Shapes of Molecules
Chapter 11: Theories of Covalent Bonding

Week Lectures

1 Chapter 1

2 Chapter 2

Evaluation methods

Grading scale: 100-90 = A □ 80-89 = B 79-70 = C 69-60 = D ≤59 = F

Weighted totals: □

Connect Online Homework (25%)

Lab Assignments (20%)

Scientific Inquiry (5%)

(3) Exams will be proctored though the testing center (38%)

(1) Final exam (12%)

Paris Junior College Syllabus

Year 2021-2022
Term Sum 1
Section 200

Faculty
Office
Phone
email

Alex Peevy
AD158
903 782 0321
apeevy@parisjc.edu

Course Comm1307

Title Introduction to Mass Communication

Description

Survey of basic content and structural elements of mass media and their functions and influences on society.

Textbooks

Understanding Media and Culture: An Introduction to Mass Communication (e-book is free of charge)

Student Learning Outcomes (SLO)

Demonstrate understanding of the fundamental types, purposes, and relevance of mass communication. Demonstrate understanding of mass media in historic, economic, political, and cultural realms.

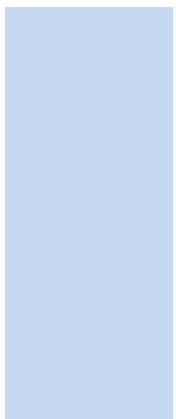
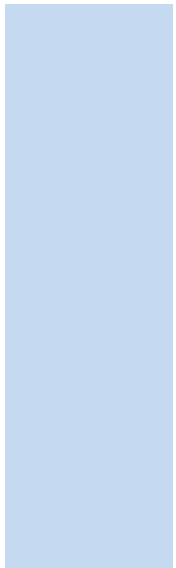
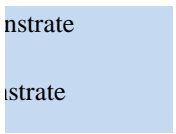
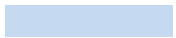
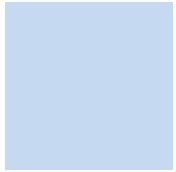
Demonstrate understanding of the business aspects of mass media and the influence of commercialism. Demonstrate understanding of evolving media technologies and relevant issues and trends.

Schedule

First Assign June 6
Unit 1 Essay June 8
Unit 1 Exam June 8
Unit 2 Essay June 15
Unit 2 Exam June 15
Unit 3 Exam June 15
Unit 4 Essay June 22
Unit 4 Exam June 22
Unit 5 Essay June 29
Unit 5 Exam June 28
Unit 6 exam July 6
Unit 6 essay July 6

Evaluation methods

6 Essay assignments	700pts
5 Unit Exams	300pts
TOTAL	1000pts



Paris Junior College Syllabus
Year 2021-2022
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, Fundamentals of Information Technology Concepts and Creating and Modifying a Flyer
Week 2 Creating a Research Paper and Creating a Business Letter and Word Assessment
Week 3 Creating and Editing Presentations with Pictures and Enhancing Presentations with Shapes and SmartArt
Week 4 Inserting WordArt, Charts, PowerPoint Exam and Tables and Creating a Worksheet and a Chart
Week 5 Formulas, Functions, and Formatting, Spreadsheet Exam and Intro to Databases and Database Objects
Week 6 Querying a Database. Database Assessment and Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
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, Fundamentals of Information Technology Concepts and Creating and Modifying a Flyer
Week 2 Creating a Research Paper and Creating a Business Letter and Word Assessment
Week 3 Creating and Editing Presentations with Pictures and Enhancing Presentations with Shapes and SmartArt
Week 4 Inserting WordArt, Charts, PowerPoint Exam and Tables and Creating a Worksheet and a Chart
Week 5 Formulas, Functions, and Formatting, Spreadsheet Exam and Intro to Databases and Database Objects
Week 6 Querying a Database. Database Assessment and Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 430

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8706
email mkjellander@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
Week 2 Creating and Modifying a Flyer
Week 3 Creating a Research Paper
Week 4 Creating a Business Letter
Week 5 Word Assessment
Week 6 Creating a Worksheet and a Chart
Week 7 Formulas, Functions, and Formatting
Week 8 Spreadsheet Assessment
Week 9 Databases and Database Objects: An Intro
Week 10 Querying a Database
Week 11: Database Assessment
Week 12 Creating and Editing Presentations with Pictures
Week 13 Enhancing Presentations with Shapes and SmartArt
Week 14 Inserting WordArt, Charts, and Tables
Week 15 Review, Final Exam, and Final Paper

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 435

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8706
email mkjellander@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
Week 2 Creating and Modifying a Flyer
Week 3 Creating a Research Paper
Week 4 Creating a Business Letter
Week 5 Word Assessment
Week 6 Creating a Worksheet and a Chart
Week 7 Formulas, Functions, and Formatting
Week 8 Spreadsheet Assessment
Week 9 Databases and Database Objects: An Intro
Week 10 Querying a Database
Week 11: Database Assessment
Week 12 Creating and Editing Presentations with Pictures
Week 13 Enhancing Presentations with Shapes and SmartArt
Week 14 Inserting WordArt, Charts, and Tables

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 436

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8706
email mkjellander@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
Week 2 Creating and Modifying a Flyer
Week 3 Creating a Research Paper
Week 4 Creating a Business Letter
Week 5 Word Assessment
Week 6 Creating a Worksheet and a Chart
Week 7 Formulas, Functions, and Formatting
Week 8 Spreadsheet Assessment
Week 9 Databases and Database Objects: An Intro
Week 10 Querying a Database
Week 11: Database Assessment
Week 12 Creating and Editing Presentations with Pictures
Week 13 Enhancing Presentations with Shapes and SmartArt
Week 14 Inserting WordArt, Charts, and Tables

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 530

Faculty Dr. Mark Kjellander
Office GC 209
Phone 903-457-8706
email mkjellander@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
Week 2 Creating and Modifying a Flyer
Week 3 Creating a Research Paper
Week 4 Creating a Business Letter
Week 5 Word Assessment
Week 6 Creating a Worksheet and a Chart
Week 7 Formulas, Functions, and Formatting
Week 8 Spreadsheet Assessment
Week 9 Databases and Database Objects: An Intro
Week 10 Querying a Database
Week 11: Database Assessment
Week 12 Creating and Editing Presentations with Pictures
Week 13 Enhancing Presentations with Shapes and SmartArt
Week 14 Inserting WordArt, Charts, and Tables

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 200

Faculty Paul Guidry
Office Appointment only
Phone 903.782.0318
email pguidry@parisjc.edu

Course CRIJ 1301

Title Introduction to Criminal Justice

Description

This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections.

Textbooks

Criminal Justice: A Brief Introduction. Schmalleger 13th edition ISBN: 9780135209028 (eText version)

Student Learning Outcomes (SLO)

1. Describe the history and philosophy of the American criminal justice system.
2. Explain the nature and extent of crime in America.
3. Analyze the impact and consequences of crime.
4. Evaluate the development, concepts, and functions of law in the criminal justice system.

Schedule

Week 1-What is Criminal Justice - Read Chapter 1 (assignment 1 for week one)
Week 1-The Crime Picture - Read Chapter 2
Week 1-Criminal Law - Read Chapters 3
Week 2-Policing: Purpose and Organization - Read Chapter 4 (assignment 2 for week two)
Week 2-Legal Aspects - Read Chapter 5
Week 2-Issues and Challenges - Read Chapter 6
Week 3-The Courts - Read Chapter 7 (assignment 3 for week three)
Week 3-The Courtroom Work Group and the Criminal Trial - Read Chapter 8
Week 3-Sentencing - Read Chapter 9
Week 4-Probation, Parole, and Community Corrections - Read Chapters 10 (assignment 4 for week four)
Week 4-Prisons and Jails - Read Chapter 11
Week 4-Prison Life - Read Chapter 12
Week 4-Final exams week: July 7 is the due date for assignment 4

Evaluation methods

A weekly exam that includes multiple-choice, true and false, fill in the blank and short essay questions.

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Annex 1

903-782-0250

Course CSME 1401

Title Orientation to Cosmetology

Description

An overview of the skills and knowledge necessary for the field of cosmetology.

Textbooks

MindTap Online Learning Platform for Milady Standard Cosmetology (2016 edition)
Milady Standard Cosmetology Textbook
Texas Dept. of Licensing & Regulation Laws and Rule Book

Student Learning Outcomes (SLO)

Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state.

Schedule

Week 1-Orientation, Ch. 1 &2 History & Career Opportunities/ Life Skills
Ch. 3 &4 Your Professional Image/Communicating for Success
Week 2- Ch. 5 Infection Control: Principals and Practices
Week 3- Ch. 5 & TDLR Laws & Rule Book Content
Week 4- Ch.6&7 General Anatomy & Physiology, Skin Structure, Growth & Nutrition
Week 5- Ch.8 Skin Disorders & Diseases
Week 6- Ch. 11 Properties of the Hair & Scalp
Week 7- Ch. 12 &13 Basic of Chemistry/Basics of Electricity
Week 8- Ch. 14 Principles of Hair Design
Week 9- Ch. 15 Scalp Care, Shampooing & Conditioning
Week 10- Ch. 16 Haircutting
Week 11- Ch. 16 Haircutting
Week 12- Ch. 17 Hairstyling
Week 13- Ch. 22 Hair Removal
Week 14- Ch. 23 Facials
Week 15- Ch. 24 Facial Makeup & Review for Finals
Week 16- Finals Week Practical and Written Exam

Evaluation methods

Students will be required to pass written and practical exams. Evaluation of rubrics will be implemented per chapter.

Compatibility Report for Fall 2015 CSME 1401 Syllabus.xls
Run on 8/17/2016 15:33

The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when opening this workbook in an earlier version of Excel or if you save this workbook in an earlier file format.

Minor loss of fidelity

of occurrences

Some cells or styles in this workbook contain formatting that is not supported by the selected file format. These formats will be converted to the closest format available.	5
--	---

Version

Excel 97-2003

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Annex IV

903-782-0250

Course CSME 1447

Title Principles Of Skin Care /Facials & Related Theory

Description

In-Depth coverage of the theory and practice of skin care, facials, and cosmetics.

Textbooks

MindTap Online Learning Platform for Milady Standard Cosmetology (2016 edition)
Milady Standard Cosmetology Textbook
Texas Dept. of Licensing & Regulation Laws and Rule Book

Student Learning Outcomes (SLO)

Identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; practice workplace competencies in skin care and cosmetics.

Schedule

Week 1-Orientation, Ch. 1 &2 History & Career Opportunities/ Life Skills
Ch. 3 &4 Your Professional Image/Communicating for Success
Week 2- Ch. 5 Infection Control: Principals and Practices
Week 3- Ch. 5 & TDLR Laws & Rule Book Content
Week 4- Ch.6&7 General Anatomy & Physiology, Skin Structure, Growth & Nutrition
Week 5- Ch.8 Skin Disorders & Diseases
Week 6- Ch. 11 Properties of the Hair & Scalp
Week 7- Ch. 12 &13 Basic of Chemistry/Basics of Electricity
Week 8- Ch. 14 Principles of Hair Design
Week 9- Ch. 15 Scalp Care, Shampooing & Conditioning
Week 10- Ch. 16 Haircutting
Week 11- Ch. 16 Haircutting
Week 12- Ch. 17 Hairstyling
Week 13- Ch. 22 Hair Removal
Week 14- Ch. 23 Facials
Week 15- Ch. 24 Facial Makeup & Review for Finals
Week 16- Finals Week Practical and Written Exam

Evaluation methods

Lab: Rubrics (execute Practicals on maniquin heads. Test Administered using Blackboard.

Compatibility Report for Nail Tech syllabus.xls

Run on 1/12/2015 14:40

The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when opening this workbook in an earlier version of Excel or if you save this workbook in an earlier file format.

Minor loss of fidelity

of occurrences

Some cells or styles in this workbook contain formatting that is not supported by the selected file format. These formats will be converted to the closest format available.	5
--	---

Version

Excel 97-2003

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Annex IV

903-782-0250

Course CSME 2401

Title The principles of Hair Coloring and Related Theory

Description

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

Textbooks

Milady

Student Learning Outcomes (SLO)

Define terminology; demonstrate hair color application; practice safety and sanitation according to the laws and rules of the state licensing agency; and practice workplace competencies related to hair color.

Schedule

Week 1- Ch. 30, 31, 32
Week 2- Ch. 20 Chemical Texture Services
Week 3- Ch. 20 Chemical Texture Services
Week 4- Ch. 21 Haircoloring
Week 5- Ch. 21 Haircoloring
Week 6- Ch. 9 Nail Structure and Growth
Week 7- Ch. 10 Nail Disorders and Diseases
Week 8- Ch. 25 Manicuring
Week 9- Ch. 26 Pedicuring
Week 10- Ch. 27 Nail Tips and Wraps
Week 11- Ch. 28 Monomer Liquid & Polymer Nail Enhancements
Week 12- Ch. 29 Light Cured Gels
Week 13- Ch. 18 Braiding and Extensions
Week 14- Ch. 19 Wigs and Hair Additions
Week 15- Review Week, TDLR CONTENT/STATE BOARD PREP
Week 16- Finals

Evaluation methods

Lab: Rubrics (execute Practicals on maniquin heads) Test Administered using Blackboard.

Compatibility Report for Nail Tech syllabus.xls

Run on 1/12/2015 14:40

The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when opening this workbook in an earlier version of Excel or if you save this workbook in an earlier file format.

Minor loss of fidelity

of occurrences

Some cells or styles in this workbook contain formatting that is not supported by the selected file format. These formats will be converted to the closest format available.	5
--	---

Version

Excel 97-2003

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Annex IV

903-782-0250

Course CSME 2430

Title Nail Enhancement

Description

A course in the theory, application, and related technology of nail enhancements.

Textbooks

Milady

Student Learning Outcomes (SLO)

Demonstrate product knowledge; apply nail enhancements; and practice competencies as related to the state licensing examination.

Schedule

Week 1- Ch. 30, 31, 32
Week 2- Ch. 20 Chemical Texture Services
Week 3- Ch. 20 Chemical Texture Services
Week 4- Ch. 21 Haircoloring
Week 5- Ch. 21 Haircoloring
Week 6- Ch. 9 Nail Structure and Growth
Week 7- Ch. 10 Nail Disorders and Diseases
Week 8- Ch. 25 Manicuring
Week 9- Ch. 26 Pedicuring
Week 10- Ch. 27 Nail Tips and Wraps
Week 11- Ch. 28 Monomer Liquid & Polymer Nail Enhancements
Week 12- Ch. 29 Light Cured Gels
Week 13- Ch. 18 Braiding and Extensions
Week 14- Ch. 19 Wigs and Hair Additions
Week 15- Review Week, TDLR CONTENT/STATE BOARD PREP
Week 16- Finals

Evaluation methods

Lab: Rubrics (execute Practicals on maniquin heads) Test Administered using Blackboard.

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Annex IV

903-782-0250

Course CSME 2439

Title Advanced Hair Design

Description

Advanced concepts in the theory and practice of Hair design.

Textbooks

Milady

Student Learning Outcomes (SLO)

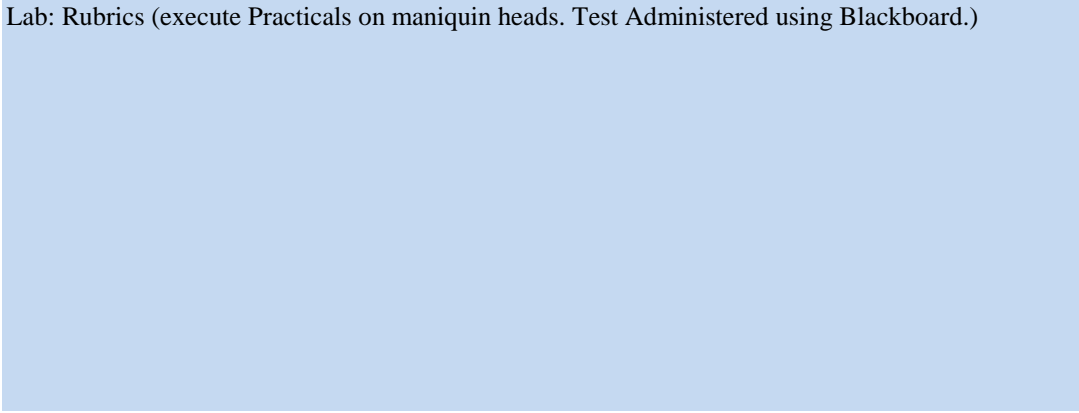
Identify terminology, demonstrate proper techniques related to hair design, and exhibit workplace competencies.

Schedule

Week 1- Ch. 30, 31, 32
Week 2- Ch. 20 Chemical Texture Services
Week 3- Ch. 20 Chemical Texture Services
Week 4- Ch. 21 Haircoloring
Week 5- Ch. 21 Haircoloring
Week 6- Ch. 9 Nail Structure and Growth
Week 7- Ch. 10 Nail Disorders and Diseases
Week 8- Ch. 25 Manicuring
Week 9- Ch. 26 Pedicuring
Week 10- Ch. 27 Nail Tips and Wraps
Week 11- Ch. 28 Monomer Liquid & Polymer Nail Enhancements
Week 12- Ch. 29 Light Cured Gels
Week 13- Ch. 18 Braiding and Extensions
Week 14- Ch. 19 Wigs and Hair Additions
Week 15- Review Week, TDLR CONTENT/STATE BOARD PREP
Week 16- Finals

Evaluation methods

Lab: Rubrics (execute Practicals on maniquin heads. Test Administered using Blackboard.)



Paris Junior College Syllabus
Year 2021-2022
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 2021-2022
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 2021-2022
Term Summer Long
Section 285

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

Course DFTG 1358

Title Electrical/Electronics Drafting

Description

Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.

Textbooks

No text required

Student Learning Outcomes (SLO)

Layout components and symbols, both electronic and electrical; apply basic math and the theory of electricity; utilize component identification including schematics, block, wiring, and logic; and perform diagram construction and drafting.

Schedule

Week 1-Introduction to Electrical/Electronic Drafting
Week 2-Electrical Symbols and Wiring Representations
Week 3-Electrical Plans in industry
Week 4-Power Sources
Week 5-Block Diagrams
Week 6-Single Line Diagrams
Week 7-Flow Diagrams
Week 8-Decision Diagrams
Week 9-Process Diagrams
Week 10-Electronic Symbols, components, and references
Week 11-Schematics
Week 12-Schematics Cont.
Week 13-Wiring Diagrams
Week 14-Enclosure Drawings
Week 15-Working with and reading electronic blueprints
Week 16-Finals

Evaluation methods

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

Paris Junior College Syllabus
Year 2021-2022
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 2021-2022
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 2021-2022
Term Summer Long
Section 285

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

Course DFTG 2323

Title Pipe Drafting

Description

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

Textbooks

No Book Required

Student Learning Outcomes (SLO)

Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings.

Schedule

Week 1-Introduction to Pipe Drafting
Week 2-Pipe Standards and Dimensioning
Week 3-Types of Pipe
Week 4-Pipe Fittings
Week 5-Valves
Week 6-Pipe Instrumentation
Week 7-Pumps
Week 8-Tanks & Vessels
Week 9-Pipe Equipment
Week 10-Flow Diagrams
Week 11-Plan Views and Elevations
Week 12-Piping Isometrics
Week 13-Piping Isometrics (Cont.)
Week 14-Piping Spools
Week 15-Working with and reading piping blueprints

Evaluation methods

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

Paris Junior College Syllabus
Year 2021-2022
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 2021-2022
Term Summer I
Section 200

Faculty Robyn Huizinga
Office AD 159
Phone 903-782-0410
email rhuizinga@parisjc.edu

Course DRAM 1310

Title Theater Appreciation

Description

Course Description:
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Three credit hours
.
Credits: 3.2.4

Textbooks

Required Textbook(s) and Materials:
Mitchel, Charlie. Theatrical Worlds. (Included in the class in PDF format.)
Sophocles. Oedipus Rex. (Included in the class in PDF format.)
Miller, Arthur. The Crucible. (Included in the class in PDF format.)

Student Learning Outcomes (SLO)

Course Goals and Objectives:
Fine Arts: Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Schedule

Course Schedule/Calendar:

COURSE OPENS June 1- Explore the Course FAQs, Start Here area, and Module Assignments, and begin completing coursework

1st ASSIGNMENT DUE June 3- First Assignment Paper Due

ORD June 7- Students must complete coursework to remain enrolled in the course past ORD

June 10- Oedipus Rex Discussion Due

June 17- Macbeth Discussion Due

June 18- Performance Review and Selfie #1 Due

June 24- The Crucible Discussion Due

Evaluation methods

Course Requirements and Evaluation:

Requirements:

This course will require students to watch theatre, write objective reviews; complete quizzes and discussions based on readings, watch a video, and write an essay, write and submit a short biography and photo, and take a final exam.

Timeliness of Assignments:

All work will be completed and uploaded on time. Late work will be accepted at the instructor's discretion. Excuses for late work will only be accepted with verifiable documented proof from a reputable source. (Example: Hospital admittance for several days) Problems with Internet service providers, computers, or not backing up one's work will not be considered acceptable. Become familiar with alternatives such as the campus computer labs, a public library, Internet cafés, or

Paris Junior College Syllabus
Year 2021-2022
Term Summer I 2022
Section 140

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 2021-2022
Term Summer I 2022
Section 440

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 2021-2022
Term Summer I 2022
Section 540

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 2021-2022
Term SU
Section 200

Faculty Benjamin Burden
Office MS 111E
Phone 903-782-0497
email bburden@parisjc.edu

Course ECON 2302

Title Principles of Microeconomics

Description

This course surveys the American economic system emphasizing the impact of choices made by consumers and firms on the total level of economic activity. Introduces the fundamental economic principles underlying the economic problem; special emphasis on market economic analysis; determinants of policy; economic growth; microeconomic equilibrium, profit maximization. Specific topics are examined using basic methods of economics.

Textbooks

Principles of Microeconomics, v3.0. Libby Rittenberg, Timothy Tregarthen. FlatWorld Knowledge. June 2017. eISBN: 978-1-4533-8373-5.
Online Reader: <https://catalog.flatworldknowledge.com/books/30438/read>

Student Learning Outcomes (SLO)

The primary objectives of economics courses at Paris Junior College are designed to maximize students' capacity to:
1. Explain the role of scarcity, specialization, opportunity cost, and cost/benefit analysis in economic decision-making.

Schedule

Tentative Schedule Summer 2022:
This schedule is only tentative. The instructor reserves the right to change dates and times of material covered and exams. Changes will be announced in class as the semester progresses. Students are responsible for making themselves aware of any deviations from the projected syllabus
Week 1 (Jun 1 – Jun 5): Chapters 1, 2 and 3
Week 2 (Jun 6 – Jun 12): Chapters 4, 5 and 6
Week 3 (Jun 13 – Jun 19): Chapters 7, 8 and 9, Exam 1 {over chapters 1, 2, 3 4}
Week 4 (Jun 20 – Jun 26): Chapters 10, 11 and 14, Exam 2 {over chapters 5, 6, 7, 8}
Week 5 (Jun 27 – Jul 3): Chapters 15 and 17, Exam 3 {over chapters 9, 10, 11}
Week 6 (Jul 5 – Jul 6): July 4th Holiday Final Exam {over chapters 14, 15, 17 only}
□
It is important that students keep up with the material. They are encouraged to spend at least one hour of dedicated study time outside of class for each hour spent in class. This is in addition to time spent completing assignments or preparing for exams. Your instructor is a valuable resource for understanding the material and performing well on exams. Students who ask questions in class, contact the instructor during office hours and ask questions via email tend to perform better than those who do not. Please be prepared to spend time outside the classroom studying the material.

Evaluation methods

Grading Policy: Your grade will be determined by your average at the end of the semester. The grading scale will be as follows:

100% - 89.5%**A**

89.4% - 79.5%**B**

79.4% - 69.5%**C**

69.4% - 59.5%**D**

Below 59.5%**E**

Further, your course average will be determined by four exams (20% each) as well as numerous homework assignments and in class quizzes (20% total). There are no make-up homework assignments. If you miss an exam, it is your obligation to inform your instructor as soon as possible. You must have verifiable documentation (doctor's note, etc...) in order not to receive a

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 200

Faculty Jeff Frankland
Office WTC 1111
Phone 903-728-0726
email jfrankland@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 2021-2022

Term SUU4

Section 185

Faculty

Office

Phone

email

Heath Thomas

WTC 1012

(903) 782-0735

hthomas@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:

Students must maintain an 80% or higher grade average for this course to maintain eligibility to participate in clinical and field rotation and to be released to sit for the National Registry of EMT's Paramedic Exam.

GRADING RUBRIC

Skill Scenarios = 50% of total weighted grade

Homework and Exams = 50% of total weighted grade

Paris Junior College Syllabus

Year 2021-2022

Term SUU4

Section 185

Faculty

Office

Phone

email

Heath Thomas

WTC 1012

903-782-0735

hthomas@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- 14

This course schedule is determined by the students successful completion of skills evaluations throughout the semester. Schedule will vary.

Evaluation methods

Successful completion of this course requires the student to meet or exceed the minimum number of clinical and field rotation hours. In addition, students must meet or exceed the minimum number of skills and patient contact requirements for the course.

Paris Junior College Syllabus

Year 2021-2022

Term SSU4

Section 185

Faculty

Office

Phone

email

Heath Thomas

WTC 1012

903-782-0735

hthomas@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
Fisdap® Scheduler/Tracker

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 - 14
Students will complete 96 hours of clinical rotations over a 14 week period. Schedule will be determined by students successful completion of skills throughout the semester.

Evaluation methods Successful completion of this course will require the student to attend at least the minimum number of assigned rotation hours, and obtain the minimum established number of skills and patient contacts

Paris Junior College Syllabus

Year 2021-2022

Term SUU4

Section 185

Faculty

Office

Phone

email

Heath Thomas

WTC 1012

903-782-0735

hthomas@parisjc.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:

A average of 80% or greater in this course is required for the student to continue to participate in clinical and field rotations as well as to be released to sit for the National Registry of EMT's Paramedic Exam.

GRADING RUBRIC

EXAMS (Averaged) = 50% of total weighted course grade

Homework and Quizzes (averaged) = 25% of total weighted course grade

Attendance = 25% of total weighted course grade

Paris Junior College Syllabus

Year 2019-2020
Term Summer
Section 100

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 2022
Term Summer 1
Section 100

Faculty Carey Gable
Office ADM 133: By Appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course ENGL 1301

Title Composition I

Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).
Credits: 3 Credit Hours, 3 Hours of class each week

Textbooks

Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin’s, 2021, packaged with Achieve (for labs) and Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319447717

Student Learning Outcomes (SLO)

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.

Schedule

Course Schedule:
Tentative (Subject to change at instructor’s discretion)

Week 1:
June 1 - 5
Syllabus, Course Instructions, Lab instructions, Student Intros
-Assignment: First Assignment: Syllabus Quiz
Lesson 1 – Academic Writing, How to Write an Academic Intro and Conclusion
-Assignment: Intro Discussion Post
Lesson 2 – MLA Formatting
Lesson 3 – Pre-Writing and Grammar
-Assignment: Formatting Quiz, begin reading Fahrenheit 451

Week 2:
June 6 - 12
Lesson 4 – Descriptive Writing, Using the senses to build length
-Assignment: Descriptive Writing Assignment

Evaluation methods

Course Requirements and Evaluation:

Grades will be determined by your labs, tests, and written papers. There will be five (5) essays, five (5) tests/discussion boards, essay conferences, and online lab components. You will be asked to conference with your instructor during this semester as an extra credit assignment. You will have to make an appointment for this. All other assessments will be considered extra credit and will be given as the instructor sees fit. You are encouraged to revise your essays and resubmit them up to three (3) times. Please follow the revision rules. Remember that writing is a process.

Essays (5) 10 points each (50 points)

Narrative

Comparison

Literary Analysis

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 200

Faculty Carey Gable
Office ADM 133: By Appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course ENGL 1301.200 - Online

Title Composition I: Online

Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).
Credits: 3 Credit Hours, 3 Hours of class each week

Textbooks

Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin’s, 2021, packaged with Achieve (for labs) and Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319447717

Student Learning Outcomes (SLO)

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.

Schedule

Course Schedule:
Tentative (Subject to change at instructor’s discretion)

Week 1:
June 1 - 5
Syllabus, Course Instructions, Lab instructions, Student Intros
-Assignment: First Assignment: Syllabus Quiz
Lesson 1 – Academic Writing, How to Write an Academic Intro and Conclusion
-Assignment: Intro Discussion Post
Lesson 2 – MLA Formatting
Lesson 3 – Pre-Writing and Grammar
-Assignment: Formatting Quiz, begin reading Fahrenheit 451

Week 2:
June 6 - 12
Lesson 4 – Descriptive Writing, Using the senses to build length
-Assignment: Descriptive Writing Assignment

Evaluation methods

Course Requirements and Evaluation:

Grades will be determined by your labs, tests, and written papers. There will be five (5) essays, five (5) tests/discussion boards, essay conferences, and online lab components. You will be asked to conference with your instructor during this semester as an extra credit assignment. You will have to make an appointment for this. All other assessments will be considered extra credit and will be given as the instructor sees fit. You are encouraged to revise your essays and resubmit them up to three (3) times. Please follow the revision rules. Remember that writing is a process.

Essays (5) points each (50 points)

Narrative

Comparison

Literary Analysis

Paris Junior College Syllabus
Year 2022
Term Summer A
Section 201

Faculty Donald Bates
Office 133B
Phone (903) 782-1317
email dbates@parisjc.edu

Course ENGL 1301

Title Composition I

Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Three credit hours. Prerequisite(s): IRWS0302 with a grade of C or above or placement by department (based on admission)

Textbooks

Kirszner, Laurie G., and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 14th ed. Bedford/St. Martin's, 2018. ISBN: 978-1-319-05664-3. Combined with Launchpad.

Student Learning Outcomes (SLO)

1. Students will be able to identify, arrange, and evaluate the effectiveness of a thesis statement.
2. Students will be able to identify Standard Written English (SWE) and apply correct forms of English most widely accepted as clear and proper.
3. Students will be able to identify the specific parts of an essay, distinguish appropriate modes of

Schedule

ENGL 1301 Schedule Summer A 2022

First Assignment Syllabus Quiz Test

Lesson #1 Quiz Essay Organization

Lesson #2 Quiz Narration

Essay 1 The Narrative Assignment

Lesson 5 Quiz Description

Lesson #4 Quiz Test

The Outline Assignment

Lesson 6 Quiz Description Test

Evaluation methods

Course Requirements and Evaluation:

Semester Grade Determination:

Writing (Narration, Description, Research, Exemplification Essays) 45%

Novel Exams 10%

Lab Exercises (Launchpad located in Blackboard) 20%

Participation/Attendance (includes in-class work) 15%

Final Essay 10%

Total: 100%

Essay Assignments:

Essay assignments most likely consist of: Narration, Description, Research, and Exemplification.

There will also be a Final Essay for all students who do not qualify to exempt it. In order to exempt

Paris Junior College Syllabus

Year 2022
Term Summer 1
Section 400

Faculty Carey Gable
Office ADM 133: By Appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course ENGL 1301.400 - AD 128 10:20 - 12

Title Composition I

Description “Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).
Credits: 3 Credit Hours, 3 Hours of class each week

Textbooks Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin’s, 2021, packaged with Achieve (for labs) and Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319447717

Student Learning Outcomes (SLO)
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.

Schedule Course Schedule:
Tentative (Subject to change at instructor’s discretion)

Week 1:
June 1 - 5
Syllabus, Course Instructions, Lab instructions, Student Intros
-Assignment: First Assignment: Syllabus Quiz
Lesson 1 – Academic Writing, How to Write an Academic Intro and Conclusion
-Assignment: Intro Discussion Post
Lesson 2 – MLA Formatting
Lesson 3 – Pre-Writing and Grammar
-Assignment: Formatting Quiz, begin reading Fahrenheit 451

Week 2:
June 6 - 12
Lesson 4 – Descriptive Writing, Using the senses to build length
-Assignment: Descriptive Writing Assignment

Evaluation methods

Course Requirements and Evaluation:

Grades will be determined by your labs, tests, and written papers. There will be five (5) essays, five (5) tests/discussion boards, essay conferences, and online lab components. You will be asked to conference with your instructor during this semester as an extra credit assignment. You will have to make an appointment for this. All other assessments will be considered extra credit and will be given as the instructor sees fit. You are encouraged to revise your essays and resubmit them up to three (3) times. Please follow the revision rules. Remember that writing is a process.

Essays (5) 10 points each (50 points)

Narrative

Comparison

Literary Analysis

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 500

Faculty Carey Gable
Office ADM 133: By Appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course ENGL 1301.500 - AD 128 10:20 - 12

Title Composition I

Description

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis,” (Catalog).
Credits: 3 Credit Hours, 3 Hours of class each week

Textbooks

Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin’s, 2021, packaged with Achieve (for labs) and Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319447717

Student Learning Outcomes (SLO)

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.

Schedule

Course Schedule:
Tentative (Subject to change at instructor’s discretion)

Week 1:
June 1 - 5
Syllabus, Course Instructions, Lab instructions, Student Intros
-Assignment: First Assignment: Syllabus Quiz
Lesson 1 – Academic Writing, How to Write an Academic Intro and Conclusion
-Assignment: Intro Discussion Post
Lesson 2 – MLA Formatting
Lesson 3 – Pre-Writing and Grammar
-Assignment: Formatting Quiz, begin reading Fahrenheit 451

Week 2:
June 6 - 12
Lesson 4 – Descriptive Writing, Using the senses to build length
-Assignment: Descriptive Writing Assignment

Evaluation methods

Course Requirements and Evaluation:

Grades will be determined by your labs, tests, and written papers. There will be five (5) essays, five (5) tests/discussion boards, essay conferences, and online lab components. You will be asked to conference with your instructor during this semester as an extra credit assignment. You will have to make an appointment for this. All other assessments will be considered extra credit and will be given as the instructor sees fit. You are encouraged to revise your essays and resubmit them up to three (3) times. Please follow the revision rules. Remember that writing is a process.

Essays (5) 10 points each (50 points)

Narrative

Comparison

Literary Analysis

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 200

Faculty Jennifer Collar
Office AD 133A
Phone 903-782-0450
email jcollar@parisjc.edu

Course Total

Title ENGL 1302 Composition, Rhetoric, and Reading

Description

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.

Textbooks

Book Title: Arguing about Literature: A Guide and Reader (packaged with Achieve access code for lab)
Editors: John Schilb and John Clifford Publisher: Bedford/St. Martins Edition/Year: 3rd edition, 2020

Student Learning Outcomes (SLO)

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. Courses involve the command of oral, aural, written, and visual literacy skills that

Schedule

Course Schedule (Lessons are found under "Content/Home Page." Click on Unit folder and then each individual lesson)

Due Dates for Units:

Unit One (supports Student Learning Outcomes, Core Curriculum-Level 1-2, English Program-Level 1-3, and Course-Level, 3-5):

Due by 11:59 pm on Thursday, June 9th

Unit Two (supports Student Learning Outcomes, Core Curriculum-Level 1-2 and 4, English Program-Level 1-3, and Course-Level, 3-5):

Due by 11:59 pm on Friday, June 17th (Research Paper is due in this unit, so you have a full week to complete it)

Evaluation methods

Grade Determination:

Exams=20% (Poetry, Drama, & Short Story)

Writing=45% (Critical Evaluation Essay=10%, Research Argumentation Essay=15%, Synthesis Essay=10%, Analytic Exam/Essay=10%),

Quizzes=15%

1302 Lab Exercises=15%

Discussion=5%

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 200

Faculty Jennifer Collar
Office AD 133F
Phone 903-782-0450
email jcollar@parisjc.edu

Course ENGL 2322

Title British Literature I

Description

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Credits: 3 (= 3 lecture hours per week)

Textbooks

Greenblatt, Stephen, eds. et al. The Norton Anthology of English Literature: Major Authors, 9th ed. New York: Norton, 2013. [This is a one-volume edition and will be used for ENGL 2322/2323.] ISBN: 978-0-393-91963-9.

Student Learning Outcomes (SLO)

Foundational Component Area: Language, Philosophy, and Culture
Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Schedule

Course Calendar (You must click on Content, the unit folder, and finally the lesson folder to access all of the lesson instructions and activities/assignments):
Unit I
Lessons 1-4 due by 11:59 pm on Monday, June 6th
Unit II
Lessons 5-8 due by 11:59 pm on Monday, June 13th

Unit III
Lessons 9-11 due by 11:59 pm on Monday, June 20th

Unit IV
Research Video Presentation due by 11:59 pm on Monday, June 27th; responses to projects due by 11:59 pm June 28th; questions about presentation should be answered by 11:59 pm on June 29th.

Unit V
Lessons 12 & 13 due by 11:59 pm on SUNDAY July 3rd

Evaluation methods

Discussion forums--12%; exams, 60% (15% each); research/PowerPoint project, 13%; research essay, 15%.

Paris Junior College Syllabus

Year 2021-2022

Term Summer I

Section 200

Faculty

Office

Phone

email

Trina Lubbe

none-adjunct faculty

903 689 3671

tlubbe@parisjc.edu

Course 1401

Title INTRODUCTION TO EARTH SCIENCE FOR NON-SCIENCE MAJORS

Description

Lecture-Introduction to the study of the materials and processes that have modified and shaped the surface and Earth over time. These processes are described by theories based on experimental data and geologic data gathered from observations.

Lab-Laboratory activities will cover methods used to collect and analyze earth science data.

Textbooks

The Good Earth, 5e, by McConnell & Steer; ISBN for the McConnell 5e: Connect including 1 year access code (you will need!): ISBN: 9781265289218

Student Learning Outcomes (SLO)

Lecture: Learning Outcomes Upon successful completion of this course, students will: Explain the current theories concerning the origin of the Universe and of the Solar System. Explain the place of Earth in the Solar System and its relationships with other objects in the Solar System. Relate the origin and evolution of Earth's internal structure and the resulting geologic systems, including Earth materials and plate tectonic activities. Explain the operation of Earth's climate system.

Schedule

Wk 1- Ch 1 Intro to Earth Science & Ch 2 Earth in Space; Wk #2 Ch 3 Near Earth Objects & Ch 4 Plate Tectonics & Ch 5 Volcanoes & Ch 6 Earthquakes and Earth's Interior Wk #4 Ch 7 Minerals Igneous Rocks Sedimentary Rocks and Metamorphic Rocks and the Rock Cycle; Wk# 5 Ch 13 Oceans and Shorelines Processes & Ch 16 Earth's Climate Wk #6 Final Exam

Evaluation methods

Students will be given the following opportunities to demonstrate knowledge of class material. 35% Discussion, Movie Questions, & Homework; 25% Tests; 15% Final, 25% Lab and Lab Quizzes.



interior of
red from field

le (which you

ries
and its
es to its
th's geologic

ics; Wk #3
ocks
nate System;

n Questions,

Paris Junior College Syllabus

Year 2021-2022
Term Summer I
Section 140

Faculty Cyntia Loftin
Office PJC Greenville Campus
Phone (903) 454-9333
email cloftin@parisjc.edu

Course Govt 2305

Title Federal Government

Description

Origin and development of the US Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.
Standard Lecture format

Textbooks

We the People: Essentials Thirteenth Edition. Benjamin Ginsberg, Theodore J Lowi, Margaret Weir, Caroline J Tolbert, Andrea L Campbell, Robert J Spitzer, W.W, Norton & Company 2021. ISBN: 978-0-393-53888-5 (paperback), ISBN: 978-0-393-53887-8 (E-book)

Student Learning Outcomes (SLO)

Upon successful completion of GOVT 2305, the student will:
1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in theory and practice.

Schedule

No late work is accepted. You will have Thursday-Sunday to take exams and study projects can be done any time before Exams.

Cheating and Plagiarism of any kind will not be tolerated and will result in a 0 for the entire semester grade

Extra Credit Movie

TBA 5 Points will be added to your final grade

I reserve the right to change the schedule at any time and to past that information to you ASAP

Course Schedule and Due Dates

Course Schedule:

Unit 1: The Foundations of Government

Study Project 1 Due before Chapter 4 or turn in early for +5 on Test 1- Survey 20 people about the US Constitution. Select anyone who is at least 18 years old and ask them this question: "What is in the US Constitution?" Write down the answers but not the names of your respondents and either submit via Blackboard using the Assignment function. As you make progress on your survey, we will compare the most noteworthy responses in class.

Unit Test 1, 10 multiple choice per chapter and a Separate Essay Question 1 Quiz

At Completion of Chapter 4 online Due on the Sunday after Ch 4; 11:59 pm

Blackboard PowerPoints

Chapter 1-4

Evaluation methods

Course Requirements and Evaluation:

Grading Criteria:

3 Study Projects 20% of final grade 100 possible points each

4 Unit Tests 50% of final grade 100 possible points each

Republican/Democrat Platform Research paper 10% of final grade 100 possible points

Debate 10% of final grade 100 possible points

Attendance 10% of final grade 5 points (1 absence= 5, 2 absences =4, 3 absences = 3, 4 absences =2, 5 absences =1, 6 + absence =0 and you may want to think about dropping the class. You cannot pass if you do not attend

Grade system: A – 90-100; B – 80-89; C – 70-79; D 60-69; F – below 60

All papers and projects that are turned in late will be docked points. Papers turned in early will be credited with +5 points on the next unit test. A grade of “X”, or Incomplete, may be given if the student is passing and has completed 75% of the course requirements. All grades of “X” must be completed by the end of the next long semester, or the grade of “X” will be changed to an “F”.

Testing Policy

All exams are online in BlackBoard. Unit tests are 50 multiple choice. No makeup tests

Course Policies

This is a regular lecture course that is divided into four units of study that cover the entire textbook

Paris Junior College Syllabus

Year 2021-2022
Term Summer I
Section 200

Faculty
Office
Phone
email

Brandon Langehennig
FGC 104D
903-782-0725
blangehennig@parisjc.edu

Course GOVT 2305

Title Federal Government (federal constitution and topics)

Description

Origin and development of the U.S. Constitution, structure and powers of the national government including the executive, and judicial branches, federalism, political participation, the national election process, public policy and civil rights.

Textbooks

Ginsberg, Benjamin, Theodore Lowi, Margaret Weir, Caroline Tolbert, Andrea Campbell, and Robert Spitzer. People, 13th Essentials Edition. New York, NY: W. W. Norton.

Student Learning Outcomes (SLO)

Upon successful completion of this course, students will:
1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.

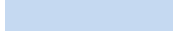
Schedule

Week 1- Introduction to American Government
Week 2- Founding and Development of the Constitution, Federalism, Civil Liberties, and Civil Rights
Week 3- Public Opinion, Political Participation, Parties, Elections, and Interest Groups
Week 4 - Legislative, Executive, and Judicial Branches of Government
Week 5 - Domestic Policy, Foreign Policy
Week 6 - Final Exam

Evaluation methods

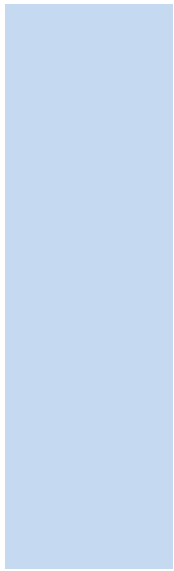
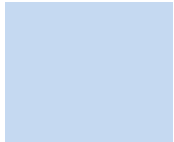
Each student will complete two objective examinations (400 pts), five module posttests (250 pts), and five module entries (350 pts). Assignments allow a possible accumulation of up to 1000 points toward the student's final course grade.

Final grades are assigned as follows: A (1000-900), B (899-800), C (799-700), D (699-600), F (599-0).



the legislative,
, civil liberties

2020. We the



clude journal
course grade.

Paris Junior College Syllabus

Year 2021-2022
Term Summer I
Section 440

Faculty Cyntia Loftin
Office PJC Greenville Campus
Phone (903) 454-9333
email cloftin@parisjc.edu

Course Govt 2305

Title Federal Government

Description

Origin and development of the US Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.
Standard Lecture format

Textbooks

We the People: Essentials Thirteenth Edition. Benjamin Ginsberg, Theodore J Lowi, Margaret Weir, Caroline J Tolbert, Andrea L Campbell, Robert J Spitzer, W.W, Norton & Company 2021. ISBN: 978-0-393-53888-5 (paperback), ISBN: 978-0-393-53887-8 (E-book)

Student Learning Outcomes (SLO)

Upon successful completion of GOVT 2305, the student will:
1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in theory and practice.

Schedule

No late work is accepted. You will have Thursday-Sunday to take exams and study projects can be done any time before Exams.

Cheating and Plagiarism of any kind will not be tolerated and will result in a 0 for the entire semester grade

Extra Credit Movie
TBA 5 Points will be added to your final grade

I reserve the right to change the schedule at any time and to past that information to you ASAP

Course Schedule and Due Dates

Course Schedule:

Unit 1: The Foundations of Government

Study Project 1 Due before Chapter 4 or turn in early for +5 on Test 1- Survey 20 people about the US Constitution. Select anyone who is at least 18 years old and ask them this question: "What is in the US Constitution?" Write down the answers but not the names of your respondents and either submit via Blackboard using the Assignment function. As you make progress on your survey, we will compare the most noteworthy responses in class.

Unit Test 1, 10 multiple choice per chapter and a Separate Essay Question 1 Quiz

At Completion of Chapter 4 online Due on the Sunday after Ch 4; 11:59 pm

Blackboard PowerPoints

Chapter 1-4

Evaluation methods

Course Requirements and Evaluation:

Grading Criteria:

3 Study Projects 20% of final grade 100 possible points each

4 Unit Tests 50% of final grade 100 possible points each

Republican/Democrat Platform Research paper 10% of final grade 100 possible points

Debate 10% of final grade 100 possible points

Attendance 10% of final grade 5 points (1 absence= 5, 2 absences =4, 3 absences = 3, 4 absences =2, 5 absences =1, 6 + absence =0 and you may want to think about dropping the class. You cannot pass if you do not attend

Grade system: A – 90-100; B – 80-89; C – 70-79; D 60-69; F – below 60

All papers and projects that are turned in late will be docked points. Papers turned in early will be credited with +5 points on the next unit test. A grade of “X”, or Incomplete, may be given if the student is passing and has completed 75% of the course requirements. All grades of “X” must be completed by the end of the next long semester, or the grade of “X” will be changed to an “F”.

Testing Policy

All exams are online in BlackBoard. Unit tests are 50 multiple choice. No makeup tests

Course Policies

This is a regular lecture course that is divided into four units of study that cover the entire textbook

Paris Junior College Syllabus

Year 2021-2022
Term Summer I
Section 540

Faculty Cyntia Loftin
Office PJC Greenville Campus
Phone (903) 454-9333
email cloftin@parisjc.edu

Course Govt 2305

Title Federal Government

Description

Origin and development of the US Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.
Standard Lecture format

Textbooks

We the People: Essentials Thirteenth Edition. Benjamin Ginsberg, Theodore J Lowi, Margaret Weir, Caroline J Tolbert, Andrea L Campbell, Robert J Spitzer, W.W, Norton & Company 2021. ISBN: 978-0-393-53888-5 (paperback), ISBN: 978-0-393-53887-8 (E-book)

Student Learning Outcomes (SLO)

Upon successful completion of GOVT 2305, the student will:
1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in theory and practice.

Schedule

No late work is accepted. You will have Thursday-Sunday to take exams and study projects can be done any time before Exams.

Cheating and Plagiarism of any kind will not be tolerated and will result in a 0 for the entire semester grade

Extra Credit Movie
TBA 5 Points will be added to your final grade

I reserve the right to change the schedule at any time and to past that information to you ASAP

Course Schedule and Due Dates

Course Schedule:

Unit 1: The Foundations of Government

Study Project 1 Due before Chapter 4 or turn in early for +5 on Test 1- Survey 20 people about the US Constitution. Select anyone who is at least 18 years old and ask them this question: "What is in the US Constitution?" Write down the answers but not the names of your respondents and either submit via Blackboard using the Assignment function. As you make progress on your survey, we will compare the most noteworthy responses in class.

Unit Test 1, 10 multiple choice per chapter and a Separate Essay Question 1 Quiz

At Completion of Chapter 4 online Due on the Sunday after Ch 4; 11:59 pm

Blackboard PowerPoints

Chapter 1-4

Evaluation methods

Course Requirements and Evaluation:

Grading Criteria:

3 Study Projects 20% of final grade 100 possible points each

4 Unit Tests 50% of final grade 100 possible points each

Republican/Democrat Platform Research paper 10% of final grade 100 possible points

Debate 10% of final grade 100 possible points

Attendance 10% of final grade 5 points (1 absence= 5, 2 absences =4, 3 absences = 3, 4 absences = 2, 5 absences =1, 6 + absence =0 and you may want to think about dropping the class. You cannot pass if you do not attend

Grade system: A – 90-100; B – 80-89; C – 70-79; D 60-69; F – below 60

All papers and projects that are turned in late will be docked points. Papers turned in early will be credited with +5 points on the next unit test. A grade of “X”, or Incomplete, may be given if the student is passing and has completed 75% of the course requirements. All grades of “X” must be completed by the end of the next long semester, or the grade of “X” will be changed to an “F”.

Testing Policy

All exams are online in BlackBoard. Unit tests are 50 multiple choice. No makeup tests

Course Policies

This is a regular lecture course that is divided into four units of study that cover the entire textbook

Paris Junior College Syllabus

Year 2022

Term Summer I

Section 141

Faculty

Marcus Armstrong

Office

Phone

email

Course GOVT 2306

Title Texas Government

Description

This course is a survey of the theory, institutions, and practices of Texas state government and local governments. In this course, we will explore the role that the United States Founders envisioned for state governments. In addition, we will discuss the theories of government which influenced the State of Texas as well as how the Texas government actually operates. Finally, we will examine how these theories, institutions, and practices have changed over time.

Textbooks

Champagne,
Anthony,
Edward
Harpham,

Student Learning Outcomes (SLO)

1. Students will understand the concepts of federalism and republicanism and how these concepts apply to Texas government.
2. Students will understand the powers of state government and the relationship between state governmental powers and federal governmental powers.

Schedule

Week 1- Republicanism and Federalism; States in the Federal System, ch. 3
Week 2- The Tenth Amendment; Texas Constitution; Exam 1, ch 2
Week 3- The Texas Legislature, ch 7
Week 4- The Texas Executive; The Texas Judiciary; Exam 2, ch 8 & 9
Week 5- Political Parties; Campaigns and Elections, ch 4 & 5
Week 6- Exam Review; Final Exam
Week 7-
Week 8-
Week 9-
Week 10-
Week 11-
Week 12-
Week 13-
Week 14-
Week 15-
Week 16-

Evaluation methods

There are a total of 100 points in the class. They are broken down as follows:

Exam 1: 25 points
Exam 2: 25 points
Exam 3: 25 points
Legislative Bill Project: 15 points
Daily Participation: 10 points

A = 90-100 points
B = 80-89 points
C = 70-79 points
D = 60-69 points

Paris Junior College Syllabus

Year 2022
Term Summer 1
Section 200

Faculty Waltman-Payne
Office Greenville 204
Phone 903-457-8726
email kpayne@parisjc.edu

Course Govt 2306

Title Texas Government

Description This course leads students through an analysis of the Texas Constitution, and the politics and people of the state, including contemporary challenges that Texans must confront through civic engagement, effective leadership, and policy development. Topics of the course include the origin and development of the Texas Constitution, political institutions of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Textbooks Textbook:
Champagne, Anthony, Edward Harpham, and Jason Casellas. 2019. Governing Texas. 5th ed. New York, NY: W.W. Norton. ISBN: 9780393539707

Student Learning Outcomes (SLO)
1) Explain the origin and development of constitutional democracy in the United States.
2) Demonstrate knowledge of the federal system.
3) Describe separation of powers and checks and balances in both theory and practice.
4) Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.

Schedule

Week 1: Module 1 Pre-tests, post-tests; Syllabus Quiz
Week 2: Module 2 Pre-test, Post-test Discussion Board 1; Mid-term
Week 3: Module 3 Pre-tests, post-tests; Discussion Board 2. Week 4: Module 4 Pre-test, post-test, Discussion Board 3
Week 5: Module 5 Pre-test, post-test; Final Exam

Evaluation methods

Exams 400 pts.
Posttest 250 pts.
Discussion. 150 pts.
Total 700 pts.

H.A.R.T. 1301.185 SUMMER 2022

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

H.A.R.T. 1301.485 SUMMER 2022**HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY****ELECTRICITY PRINCIPLES**

SUMMER 2022

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

H.A.R.T. 1303.185 SUMMER 2022

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		Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
24	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
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.	

H.A.R.T. 1303.485 SUMMER 2022

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			
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		Practice wiring, troubleshooting and adjusting oil failure control on training units as assigned.	Read Unit 14/Take Chapter 14 Quiz Using Lab Book
24	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
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.	

H.A.R.T. 1307.185 SUMMER 2022

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	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
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

H.A.R.T. 1307.185 SUMMER 2022

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

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	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
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

H.A.R.T. 1307.485 SUMMER 2022

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		Practice measuring low side and high side measurements in PSIG; converting to PSIA.	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

H.A.R.T. 1310.185 SUMMER 2022**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	4.1-4.8	Practice Safe Use of voltmeter, ammeter with power on	Read Ch 4/Take Ch 4 Quiz Using Lab Book
5		Practice Safe Use of voltmeter, ammeter with power on	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 2022**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		Practice Safe Use of voltmeter, ammeter with power on	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. 1341.185 SUMMER 2022

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		Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
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		Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	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		Evaporator Installation, Airflow, Defrost	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

H.A.R.T. 1341.185 SUMMER 2022

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Practice checking typical operating conditions of refrigerators & freezers	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. 1341.485 SUMMER 2022

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		Practice Use of Electrical Schematic to Troubleshoot Domestic Refrigerators	Read Ch 45/Take Ch 45 Quiz Using Lab Book
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		Refrigeration Cycle, Identification of Parts and functions of parts found in domestic appliances	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		Evaporator Installation, Airflow, Defrost	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

H.A.R.T. 1341.485 SUMMER 2022

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16		Practice checking typical operating conditions of refrigerators & freezers	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 2022

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 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 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		Checking Radiant Heating Panels Installation, wiring	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		Installation & Wiring of Thermostats, Circuit Boards, Sequencers, & Contactors (Relays)	Read Ch 30/Take Ch 30 Quiz Using Lab Book
10	30.16-30.21	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		Practice measuring air flow in electric furnaces using the sensible heat formula on assigned units.	Read Ch 31/Take Ch 31 Quiz Using Lab Book
14	31.1-31.5	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. 1345.185 SUMMER 2022**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		Practice Checking Volts and Amps on Gas Furnace, Furnace Familiarization	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		Installation, Troubleshooting, Maintenance of Gas Valves	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		Practice checking temperature rise and air flow of gas furnace using CFM	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	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/Take Ch 31 Test Using Blackboard

H.A.R.T. 1345.485 SUMMER 2022

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 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 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		Checking Radiant Heating Panels Installation, wiring	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		Installation & Wiring of Thermostats, Circuit Boards, Sequencers, & Contactors (Relays)	Read Ch 30/Take Ch 30 Quiz Using Lab Book
10	30.16-30.21	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		Practice measuring air flow in electric furnaces using the sensible heat formula on assigned units.	Read Ch 31/Take Ch 31 Quiz Using Lab Book
14	31.1-31.5	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. 1345.485 SUMMER 2022**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		Practice Checking Volts and Amps on Gas Furnace, Furnace Familiarization	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		Installation, Troubleshooting, Maintenance of Gas Valves	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		Practice checking temperature rise and air flow of gas furnace using CFM	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	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/Take Ch 31 Test Using Blackboard

H.A.R.T. 1356.185 SUMMER 2022**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	INTRODUCTION	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
2	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
3		Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
4	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
5		Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
6	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
7		Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
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	49.1-49.10	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	49.11-49.13	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 2022

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	50.1-50.5	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	50.1-50.5	Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
23		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
24	50.6-50.13	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	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
29		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
30	50.6-50.13	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	TEST CH 50	EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book/Take Ch 50 Test Using Blackboard

H.A.R.T. 1356.485 SUMMER 2022

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	INTRODUCTION	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
2	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
3		Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
4	49.1-49.10	Practice recovery of small recovery tanks contents into larger tanks.	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
5		Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
6	49.1-49.10	Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
7		Practice Recovery on Assigned Units	Read Ch4 9/Take Ch 49 Quiz Using Lab Book
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	49.1-49.10	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	49.11-49.13	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 2022

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	50.1-50.5	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	50.6-50.13	Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
23		Recharging of Refrigerants on Assigned Units Using Volume and Weight Method	Read Ch 50/Take Ch 50 Quiz Using Lab Book
24	50.6-50.13	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	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
29		Proper Disposal of and handling Refrigerants/Laws/Rules of Safe Handling of Refrigerants	Read Ch 50/Take Ch 50 Quiz Using Lab Book
30	50.6-50.13	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	TEST CH 50	EPA Standards and Codes	Read Ch 50/Take Ch 50 Quiz Using Lab Book/Take Ch 50 Test Using Blackboard

H.A.R.T. 2331.185 SUMMER 2022**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

H.A.R.T. 2331.185 SUMMER 2022

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	42.16-42.20	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	42.16-42.20	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	42.16-42.20	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	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
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	42.21-42.25	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		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book /Take Ch 42 Test Using Blackboard
32	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

H.A.R.T. 2331.485 SUMMER 2022**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

H.A.R.T. 2331.485 SUMMER 2022

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	42.16-42.20	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	42.16-42.20	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	42.16-42.20	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	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
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	42.21-42.25	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		Troubleshooting, and Service of Assigned Units	Read Ch 42/Take Ch 42 Quiz Using Lab Book /Take Ch 42 Test Using Blackboard
32	TEST CH 42	Troubleshooting, and Service of Assigned Units	

H.A.R.T. 2336.185 SUMMER 2022

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		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. Praactice troubleshooting amperage in both the low and high voltage circuits in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
5	15.1-15.4	Practice troubleshooting both the low voltage and high voltage circuits in assigned units. Praactice troubleshooting amperage in both the low and high voltage circuits in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
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	41.16-41.18	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

H.A.R.T. 2336.485 SUMMER 2022

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		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. Praactice troubleshooting amperage in both the low and high voltage circuits in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
5	15.1-15.4	Practice troubleshooting both the low voltage and high voltage circuits in assigned units. Praactice troubleshooting amperage in both the low and high voltage circuits in assigned units.	Read Ch 15/Take Ch 15 Quiz Using Lab Book
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	41.16-41.18	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

H.A.R.T. 2338.185 SUMMER 2022**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	INTRODUCTION	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

H.A.R.T. 2338.185 SUMMER 2022

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

16	47.16	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	48.6-48.8	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	48.12-48.14	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	TEST CH 48	Install package units	

H.A.R.T. 2338.485 SUMMER 2022**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	INTRODUCTION	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

H.A.R.T. 2338.485 SUMMER 2022

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	48.6-48.8	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	48.12-48.14	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	TEST CH 48	Install package units	

H.A.R.T. 2341.185 SUMMER 2022**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	INTRODUCTION	Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
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		Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
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

H.A.R.T. 2341.185 SUMMER 2022

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	24.16-24.25	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	24.16-24.25	Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
29		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
30	24.16-24.25	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	TEST CHAPTER 24	Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book

H.A.R.T. 2341.485 SUMMER 2022**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	INTRODUCTION	Check & Evaluate Evaporator Performance on Assigned Units	Read Unit 21/Take Ch 21 Quiz Using Lab Book
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		Service, Maintenance, & Repair of Evaporators, Evaluation of Superheat, Subcooling, and Charge	Read Unit 21/Take Ch 21 Quiz Using Lab Book
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

H.A.R.T. 2341.485 SUMMER 2022

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	24.16-24.25	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	24.16-24.25	Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
29		Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 24/Take Ch 24 Quiz Using Lab Book
30	24.16-24.25	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	TEST CHAPTER 24	Troubleshooting, Installation, Service & Maintenance of Refrigeration Equipment	Read Unit 22/Take Ch 22 Quiz Using Lab Book

H.A.R.T. 2345.185 SUMMER 2022

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 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		Practice traversing duct with pitot tube.	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

HART 2345-100 SPRING 2022

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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	FRICION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
30	FRICION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
31	FRICION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
32	FRICION 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 2345-100 SPRING 2022

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	MANUAL J	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	MANUAL D	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

H.A.R.T. 2345.485 SUMMER 2022

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 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	Practice with u-tube manometer.	Read Unit 35/Ch 35 Quiz Using lab Book
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		Practice traversing duct with pitot tube.	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

HART 2345

HEATING AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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	FRICION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
30	FRICION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
31	FRICION CHART	Practice sizing duct using friction chart.	Read Man J/Answer Man J Questions/Manual J Load Calculations
32	FRICION 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

H.A.R.T. 2349.185 SUMMER 2022

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.	Read Unit 43/Answer Unit 43 Questions
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	43.5-43.12	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	43.5-43.12	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

H.A.R.T. 2349.185 SUMMER 2022

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		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
20		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
21		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
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		Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 44/Answer Unit 44 Questions
24		Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 44/Answer Unit 44 Questions
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	Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
28		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
29	44.9-44.12	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	Test CH 44	Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions

H.A.R.T. 2349.485 SUMMER 2022

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.	Read Unit 43/Answer Unit 43 Questions
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	43.5-43.12	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	43.5-43.12	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

H.A.R.T. 2349.485 SUMMER 2022

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	44.3-44.6	Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
20		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
21		Practice wiring heat pump circuit with ICM defrost control.	Read Unit 44/Answer Unit 44 Questions
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		Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 44/Answer Unit 44 Questions
24		Practice charging heat pumps in cooling mode with manufacturer's charging charts on assigned units.	Read Unit 44/Answer Unit 44 Questions
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	Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
28		Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions
29	44.9-44.12	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	Test CH 44	Study wiring using schematic of geo-thermal heat pump.	Read Unit 44/Answer Unit 44 Questions

Paris Junior College Syllabus

Year 2022
Term Summer
Section 140

Faculty Micha Benjamin Flowers
Office FGC 104C
Phone 903-782-0728
email mflowers@parisjc.edu

Course HIST 1301

Title American History 1

Description

A survey of the political, social, economic, military, cultural, and intellectual history of the United States from the pre-Columbian period through Reconstruction. Core Curriculum satisfied for U.S. History

Textbooks

- Hewitt & Lawson, Exploring American Histories: A Survey with Sources, Third Edition, Plus LaunchPad with LearningCurve included PJC Custom Package or any Second Edition Combined version of the text with LaunchPad digital access code.
- ISBN9781319236496 for PJC Custom Package

Student Learning Outcomes (SLO)

Create an argument through the use of historical evidence. *Analyze and interpret primary and secondary sources. *Analyze the effects of historical, social, political, economic, and global forces in this period of United States history.

Schedule

Week 1- Introduction and Chapter 1
Week 2- Chapter 2 through 4
Week 3- Chapter 5 through 7
Week 4- Chapter 8 through 10
Week 5- Chapter 11 through 12
Week 6- Chapter 13 through 14, Final Exam

Evaluation methods

Chapter Lectures- 25%
Chapter Quizzes- 10%
Chapter Assignments- 25%
Personal Responsibility- 10%
Examinations- 30%
TOTAL: 100%

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 200

Faculty

Office

Phone

email

D'Lynn Bueno

FGC A104B

903-782-0727

dbueno@parisjc.edu

Course HIST 1301

Title US History to 1877

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

Hewitt & Lawson, Exploring American Histories: A Survey with Sources, Third Edition, Combined Volume & Launchpad for Exploring American Histories.
ISBN 978131923652

Student Learning Outcomes (SLO)

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Schedule

Week 1- Introduction/overview of course Chapter 3
Week 2- Chapters 5 and 6- Unit 1 Exam
Week 3- Chapters 7 and 8
Week 4- Chapters 9 and 11- Unit 2 Exam
Week 5- Chapter 12, 13, and 14
Week 6- Unit 3 Exam

Evaluation methods

Chapter Quizzes- 25%
Primary Source Assignments- 25%
Map Quizzes- 20%
Exams- 25%
Attendance- 5%□

A= 90%-100%

B= 80%-89%

C=70%-79%

D=60%-69%

F=0%-59%

Paris Junior College Syllabus

Year 2022
Term Summer
Section 440

Faculty Micha Benjamin Flowers
Office FGC 104C
Phone 903-782-0728
email mflowers@parisjc.edu

Course HIST 1301

Title American History 1

Description

A survey of the political, social, economic, military, cultural, and intellectual history of the United States from the pre-Columbian period through Reconstruction. Core Curriculum satisfied for U.S. History

Textbooks

- Hewitt & Lawson, Exploring American Histories: A Survey with Sources, Third Edition, Plus LaunchPad with LearningCurve included PJC Custom Package or any Second Edition Combined version of the text with LaunchPad digital access code.
- ISBN9781319236496 for PJC Custom Package

Student Learning Outcomes (SLO)

Create an argument through the use of historical evidence. *Analyze and interpret primary and secondary sources. *Analyze the effects of historical, social, political, economic, and global forces in this period of United States history.

Schedule

Week 1- Introduction and Chapter 1
Week 2- Chapter 2 through 4
Week 3- Chapter 5 through 7
Week 4- Chapter 8 through 10
Week 5- Chapter 11 through 12
Week 6- Chapter 13 through 14, Final Exam

Evaluation methods

Chapter Lectures- 25%
Chapter Quizzes- 10%
Chapter Assignments- 25%
Personal Responsibility- 10%
Examinations- 30%
TOTAL: 100%

Paris Junior College Syllabus
Year Summer 2022
Term Summer I
Section 200

Faculty Matt White
Office GRVL 211
Phone GRVL 903 457-8712
email matt.white@parisjc.edu

Course History 1302

Title U.S. History 1877 to Present

Description

HIST 1302 is a survey of the political, social, economic, military, cultural, and intellectual history of the United States from Reconstruction to the present.

Textbooks

Exploring American Histories: A Survey with Sources: Nancy A. Hewitt and Steven F. Lawson
Bedford/St. Martin's

Student Learning Outcomes (SLO)

- Create an argument through the use of historical evidence.
- Analyze and interpret primary and secondary sources.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Schedule

TENTATIVE Course Schedule: subject to change as conditions merit

Week 1 June 1 Introduction Chapter 15

Week 1 June 2 Chapter 16

Week 1 June 3 Chapter 17

Week 2 June 7 Chapter 18

Week 2 June 8 Chapter 19

Week 2 June 9 Chapter 20

Week 2 June 10 Chapter 21

Week 3 June 14 Chapter 22

Week 3 June 15 Midterm

Week 3 June 16 Chapter 23

Week 3 June 17 Chapter 23

Week 4 June 21 Chapter 24

Week 4 June 22 Chapter 25

Evaluation methods

90-100=A Evaluation rubric

80-89=B

70-79=C

60-69=D

0-59=F

There will be a mid Term evaluation (worth 30%) and a Final Test (worth 40%) as well as random in class grades or daily quizzes (together worth 30%).

Paris Junior College Syllabus
Year 2022
Term Summer Flex B
Section

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:
1.07/12 – Chapter 1- you must finish chapter 1 by 7/18 or be dropped from class
2.07/19 – Chapter 3
3.07/26 – Chapter 4
4.8/02 – Chapter 5
5.08/09 – Chapter 6– Chapter 7
6.08/16 – Final Exam Due by midnight 8/18/2022 – 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 2022
Term Summer Long
Section 200

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

Course HITT 1305

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

Medical Terminology: Learning Through Practice
Paula Bostwick
McGraw-Hill
9781260470741

Student Learning Outcomes (SLO)

Recognize and know the meaning of common medical terms and the ability to use medical research/resource materials to apply medical terminology in appropriate context when completing allied health documentation, medical transcription reports, or medical billing information.

Schedule

Week #: Start Date: Assignment:
1-05/16 Chapter 1 and Chapter 4
SmartBook
Mandatory first post – due by 6/6 or will be dropped from class
Labeling
Quiz
2-05/23 Chapter 2 and Chapter 3
SmartBook
Ch 2 Labeling
Ch 3 Labeling
Ch 2 Quiz
Ch 3 Quiz
3-05/30 Chapter 5
SmartBook
Labeling
Quiz
□

Evaluation methods

SmartBook: 20%
Quizzes: 50%
Homework (Labeling/Spelling/etc): 10%
Final Exam: 20%

Paris Junior College Syllabus

Year 2022
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, 2022-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.

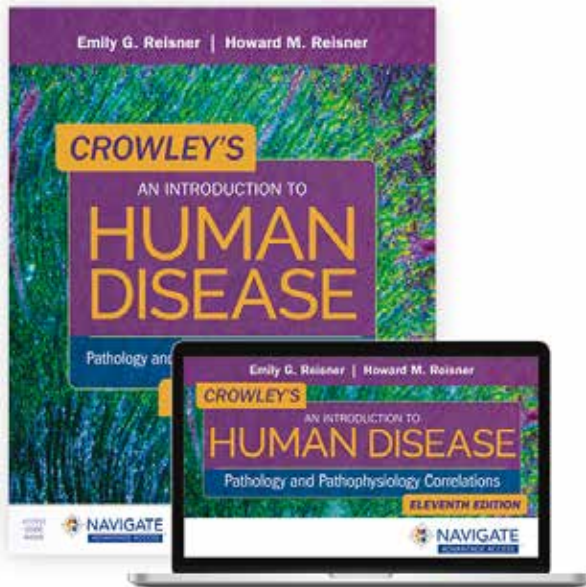
*All outcomes require SCANS competencies F1-F7. (See last page for competencies).

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:

- A=90 and above
- B=80-89
- C=70-79
- D=60-69
- F= 59 and below

Evaluations:

	Total Points	Total Percent
Assignments	400	40%
Assignment #1-	100	10%
Assignment #2-	100	10%
Assignment #3-	100	10%
Assignment #4-	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 28.

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>Assignment 4 Chapters 21-26</p> <p><u>TEST 4</u></p>	<p>Open: June 16 Closed: June 24</p> <p>Open: June 24,</p>

	<p>Chapter 26 The Musculoskeletal System</p> <p>LAST DAY TO DROP WITH A “W”-JUNE 28</p>	<p>Chapters 21-16 50 Questions Open Book 90 minutes</p> <p><u>TEST RETAKE</u> 50 Questions Open Book 90 minutes</p> <p><u>FINAL EXAM</u> Closed Book Comprehensive Chapters 1-26 100 Questions 100 Minutes</p>	<p>Closed: June 29</p> <p>Open: June 29 Closed: July 3</p> <p>Open: July 5 Closed: July 6</p>
--	---	---	--

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 2022
Term Summer
Section 185

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

Course HRGY 1313

Title Fundamentals of Gemology I (Diamonds)

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

Gemology for the Jeweler by O. Paddock and M. Heuser, The Dealer's Book of Gems and Diamonds by M. Sevdermish and A. Mashiah, Gemstone of the World by W. Schumann, The Gem Merchant by David 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 – Introduction to the gemological microscope, its use and care. 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 use of lecture, demonstrations, visual aids, and reading assignments; students will demonstrate proficiency in use of industry standards of diamond 4C's evaluation. 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. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year 2022
Term Summer
Section 185

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

Course HRGY 1314

Title Fundamentals of Gemology II (Colored Stones)

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

Textbooks A Students Guide to Spectroscopy by Colin H. Winter; Gemstones of the World by Walter Schumann; Dealer's Book of Gems by M. Sevdernish and A. Mashiah; 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, and lore. 2. Demonstrate skills in the use and proper care of laboratory instruments including loupe, microscope, polariscope, spectroscope, refractometer, dichroscope, scales, and measuring devises. 3. Demonstrate skills in gem identification of colored gemstones, synthetics, enhanced, and treated gemstones.

Schedule
Week 1 – Classroom orientation; Gemology vocabulary; basic classification of gemstones, durability of gemstones; crystallography, crystal systems, behavior of light with gemstones; Specific gravity testing methods; colored stone specific use of the gemological binocular microscope, polariscope, refractometer, and 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, gemstone formation and crystallography
Week 3 – Introduction to the synthetic gemstone production methods and the tests necessary to separate natural from synthetic gemstones. Practical application of laboratory protocol and classification of Corundum, Chrysoberyl, Beryl, Tourmaline, and Turquoise.

Evaluation methods
Instructor use of lecture, 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. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year 2021-2022
Term Summer
Section 185

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

Course HRGY 1319 185 213L

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. Jadov/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

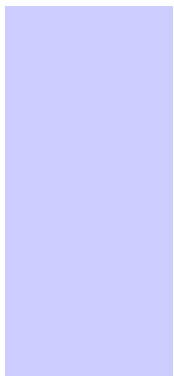
Evaluation methods Introduction to hand tools, organization, cooperation, paperwork, measuring tools. Nomenclature, accuracy, depth of hand-eye coordination, part identification, avoiding broken or lost parts, clean work, tools, bench layout, material identification, accurate watch identification, part 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
a. Composite grade on all projects = 80%
b. Work ethics = 10%
c. Composite grade on written final exam = 10%



s on



identify and
within a
perform basic



velopment of
rial systems,
ubes, proper
case style.

Paris Junior College Syllabus

Year 2021-2022
Term Summer
Section 185

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

Course HRGY 1320 185 213L

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. 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 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

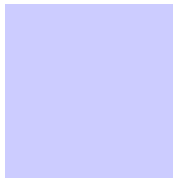
Evaluation methods Basic cleaning and overhauling, proper care and use of watch cleaning machines as per instruction. Layout of work area, techniques for watch cleaning to industry standards with no dirt, residue, rust, foreign matter left on watch after cleaning and overhauling. Proper care of watch projects without loss or damage to components. General overall appearance 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 the 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 affects the grade. 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%



ical watches.



ipment, dial
repair industry;



cleaning work
hes after
ll appearance
ictor and must
d in the flat of
r it is not.
fect the grade.
of the work

Paris Junior College Syllabus

Year 2021-2022
Term Summer
Section 185

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

Course HRGY 1321 185 213L

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

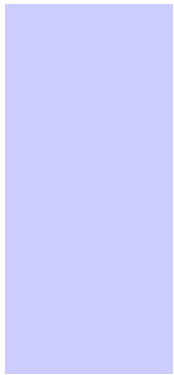
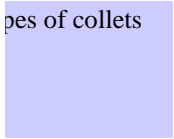
Student Learning Outcomes (SLO) Staff a basic balance wheel; discuss the correct method of truing within the watch; and identify the different types and studs.

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

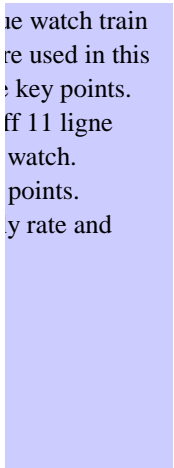
Evaluation methods Hairspring Truing Stage #2. Grading is based on trueness in the round and in the flat of the finished wheel. True wheels to industry standards. Attention to detail in the degree of accuracy. Staff Removal of Nine (9) wheels a project. Proper alignment of the installation, accuracy, 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 men's watch, replace the balance staff, clean, overhaul, and electronically time an 11 1/2 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%



types of collets



the watch train
are used in this
key points.
of 11 ligne
watch.
points.
frequency rate and



Paris Junior College Syllabus

Year 2021-2022
Term Summer
Section 185

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

Course HRGY 1322 185 213L

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 be graded.

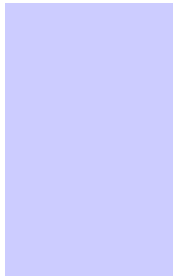
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



hes.



Discuss the use



staff,
of the finished
e a 6 ¾ ligne
ished watch
ished watch
accurate fit.
ing of the stud
e and
will affect the

Paris Junior College Syllabus
Year 2022
Term Summer
Section 185

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

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 A Students Guide to Spectroscopy by Colin H. Winter; Gemstones of the World by Walter Schumann; Dealer's Book of Gems by M. Sevdernish and A. Mashiah; 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 – 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 use of lecture, demonstrations, visual aids, and reading assignments; students will demonstrate proficiency in use of gemological protocol in gemstone classification. 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. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2301 185 213L

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. Jadow/Vigor

Student Learning Outcomes (SLO)

Demonstrate repair and replacement of roller jewels, guard fingers, pallet jewels, pallet arbors; and perform es
adjustment on basic mechanical watches.

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 align
finger selection, removal, installation and adjustment. Guard fingers will be removed and installed. Timekeepin
finished watches will be considered the ultimate test of a satisfactory installation. Neatness of the work area an
of the project will affect the grade, as will scratches, damage, broken and lost parts. Having performed sequent
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 e
repairs/adjustments on three (3) watches: One 11 1/2 ligne; one 10 ligne; one 6 3/4 ligne. Timekeeping of the f
watches will be considered the ultimate test of a satisfactory repair.

a. Composite grade on all projects = 80%

b. Work ethics = 10%

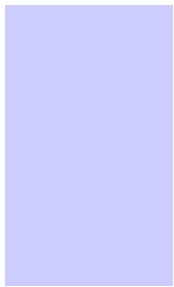
c. Composite grade on written final exam = 10%



uard fingers,



scapement



gnment. Guard
ng of the
d cleanliness
ial repairs to
e detached
scapement
inished

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2302 185 213L

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 jewelings, 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 and standard watches within a specific time frame ensuring they operate correctly; and perform escapement adjustment on standard watches ensuring they operate correctly. Replace and adjust friction jewels common to the standard watch 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 jewelings

Evaluation methods

The student will correct instructor introduced hairspring errors centering and leveling the hairspring to the balance formation of the hairspring concentric curve, adjustment at the regulator pin and Swiss key, and corrective bench pin adjustments and troubleshooting problems of regulator pins. Swiss key function and replacement friction jewelings. Neatness of the work area and cleanliness of the project will affect the grade as will scratches, damage, broken

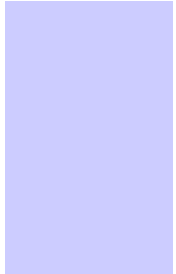
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



n jewelry.



s; describe the
t jewels in
rbors in
nent to
atch ensuring
and regulating



nce bridge,
ds. Regulator
jewelry.
and lost parts.

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2303 185 213L

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%



een-point



m.



perform the
Attention to
ring work and
itten final

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2304 185 213L

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. Jadov/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.

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 spring. 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 curve design. The student will vibrate the hairspring using a vibrating tool. The overall accuracy and neatness of work and time-keeping will affect the grade. *(Student will understand the process of graver sharpening and discuss in an essay).

a. Composite grade on all projects = 80%

b. Work ethics = 10%

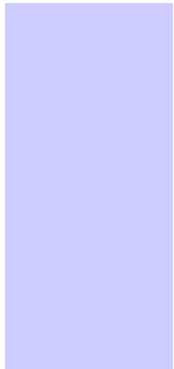
c. Composite grade on written final exam = 10%



il, and dynamic



watch repair
ors related to



time keeping
n stresses
t regulator pins
pring. Adjust
che's position
g the Lossier
of the work
the process in

Paris Junior College Syllabus

Year 2021-2022
Term Summer
Section 185

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

Course HRGY 2305 185 213L

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.

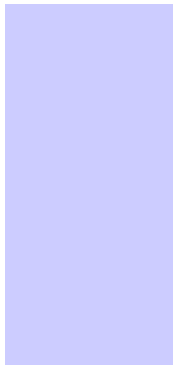
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



use of the



s through
ng process and
and polishing



ker's lathe. The
must be held
dents or other

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2306 185 213L

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)

Describe the functions of the watchmaker's lathe and demonstrate its application; describe and demonstrate cutting tools and gravers to include the tempering process and the proper care and sharpening of gravers; demonstrate application of burnishers and polishing techniques; and 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 watchmaker's 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%

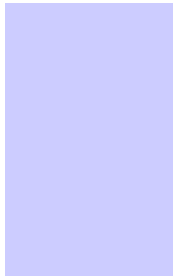
c. Composite grade on written final exam = 10%



s, balance



nstruction of
onstrate the
atchmaker's



meters .01mm
ties and must

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2307 185 213L

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. Jadow/Vigor

Student Learning Outcomes (SLO)

Demonstrate and applications of pivot repair and polishing; utilize the complicated watch material system to replace replacement parts as required; explain and demonstrate proper cleaning, overhaul, and repair procedures for automatic winding watches; and demonstrate repair procedures for small jobs common in the watch repair industry to include polishing and repairs, removing broken screws, fitting spring bars, and dissolving 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 polished unless stated otherwise.

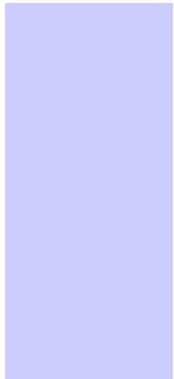
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



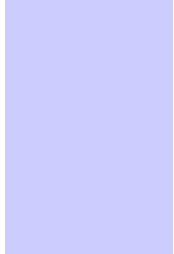
to fit a watch,
automatic and



secure
automatic
ludge case



meters .01 mm
ies and must be



Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2308 185 213L

Title Intermediate Horology VIII

Description

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

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)

Demonstrate applications of pivot repair and polishing; within time designated according to industry standards repair a complicated watch material system to procure replacement parts as required; explain and demonstrate cleaning and repair procedures for calendar alarm and chronograph watches; and demonstrate proper repair procedures for screws common in the watch repair industry to include case polishing and repairs, removing broken screws, fitting screws, and dissolving screws with alum.

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 considered in 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%



ir of automatic
and casing.



; utilize the
, overhaul, and
small jobs
ing bars, and



ential steps to
pletion of the
al, case, dial,
l project grade.
be assessed as
accepted for

Paris Junior College Syllabus

Year 2022
Term Summer
Section 185

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

Course HRGY 2331

Title Advanced Gemological Practice

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 A Students Guide to Spectroscopy by Colin H. Winter; Gemstones of the World by Walter Schumann; Dealer's Book of Gems by M. Sevdernish and A. Mashiah; 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 diamonds, 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 use of lecture, demonstrations, slide presentations, videos, and reading assignments the student will demonstrate proficiency in gemological protocol for gemstone classification. 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. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2341 185 213L

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)

Demonstrate cleaning, overhaul, and repair of complicated watches and watches with multiple complications to 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

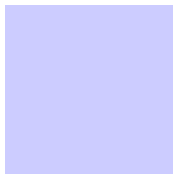
- a. Composite grade on all projects = 80%
- b. Work ethics = 10%
- c. Composite grade on written final exam = 10%



y, cleaning,



o include



ary sequential
ion to detail in
c and care of
bstract from the
were being

Paris Junior College Syllabus

Year 2021-2022
Term Summer
Section 185

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

Course HRGY 2342 185 213L

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) Demonstrate cleaning, overhaul, and repair of complicated watches and watches with multiple complications to include automatic, calendar alarm, chronograph mechanisms, and timers.

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.

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



t of



o include



ecessary
eeping,
nd are to be
s to be
grading.

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Stanley McMahan

AS 132

903-782-0361

smcmahan@parisjc.edu

Course HRGY 2343 185 213L

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)

Apply electronic theory to 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.

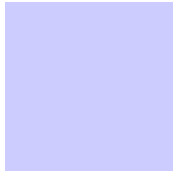
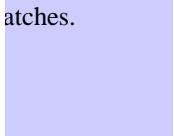
a. Composite grade on all projects = 80%

b. Work ethics = 10%

c. Composite grade on written final exam = 10%



atches.



of different
l in the
case, dial,
l project grade.
cts will be
will not be

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 285

Faculty

Office

Phone

email

Wanda Duncan

AS 155

(903) 782-0378

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
Week 3: Chapter 2
Week 4: Chapter 3 & Chapter 4
Week 5: Chapter 5
Week 6: Chapter 6
Week 7: Chapter 7 & Chapter 8
Week 8: Mid-Term Exam
Week 9: Chapter 9 & Chapter 10
Week 10: Chapter 11 & Chapter 12
Week 11: Chapter 13 & Chapter 14
Week 12: Chapter 15
Week 13: Chapter 16
Week 14: 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 2022
Term Summer I
Section 100

Faculty Carey Gable
Office ADM 133, by appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course IRWS 0302 - AD 128

Title Integrated Reading and Writing: MRWR - 8 to 10:10 AM

Description

“Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements,” (Catalog).
Credits: 3 Credit Hours, 3 Hours of class each week
TSI Requirement: 339 or below Essay 3 or below.

Textbooks

Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin’s, 2021, packaged with Achieve (for labs) and Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319447717
Novel as required for English 1301.

Student Learning Outcomes (SLO)

Course Goals and Objectives:
1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.

Schedule

Course Schedule:
Tentative (Subject to change at instructor’s discretion)
ALL ESSAY EDITS ARE DUE BEFORE SUBMISSION TO ENGL 1301 – Due Dates Vary

Week 1:
June 1 - 5
Syllabus and Introductions
How to Navigate the Course
Assignment: Essay Struggles Self Evaluation
Lesson 1 – Academic Writing and MLA Formatting
Lesson 1 – MLA Formatting and Prewriting (Outlining/Brainstorming)
Lesson 1 – Writing the Intro and Conclusion
Developing a Thesis
Assignments – Write an Intro, Write a Conclusion

Week 2:
June 6 - 12

Evaluation methods

Course Requirements and Evaluation:

Grades will be determined by your writing, participation, online components, and reading assessments. Extra credit may be given at the instructor's discretion.

Essay Struggles Self-Assessment 5 points

Introduction Assignment 5 points

Conclusion Assignment 5 points

Draft of Essay 1 (1301 Descriptive) 10 points

Draft of Essay 2 (1301 Narrative) 10 points

Draft of Essay 3 (1301 Variable) 10 points

Letter from Birm. Jail Discussion 5 points

Harrison Bergeron Discussion 5 points

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 400

Faculty Carey Gable
Office ADM 133, by appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course IRWS 0302 - GC 125

Title Integrated Reading and Writing: MRWR - 8 to 10:10 AM

Description

“Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements,” (Catalog).
Credits: 3 Credit Hours, 3 Hours of class each week
TSI Requirement: 339 or below Essay 3 or below.

Textbooks

Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin’s, 2021, packaged with Achieve (for labs) and Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319447717
Novel as required for English 1301.

Student Learning Outcomes (SLO)

Course Goals and Objectives:
1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.

Schedule

Course Schedule:
Tentative (Subject to change at instructor’s discretion)
ALL ESSAY EDITS ARE DUE BEFORE SUBMISSION TO ENGL 1301 – Due Dates Vary

Week 1:
June 1 - 5
Syllabus and Introductions
How to Navigate the Course
Assignment: Essay Struggles Self Evaluation
Lesson 1 – Academic Writing and MLA Formatting
Lesson 1 – MLA Formatting and Prewriting (Outlining/Brainstorming)
Lesson 1 – Writing the Intro and Conclusion
Developing a Thesis
Assignments – Write an Intro, Write a Conclusion

Week 2:
June 6 - 12

Evaluation methods

Course Requirements and Evaluation:

Grades will be determined by your writing, participation, online components, and reading assessments. Extra credit may be given at the instructor's discretion.

Essay Struggles Self-Assessment 5 points

Introduction Assignment 5 points

Conclusion Assignment 5 points

Draft of Essay 1 (1301 Descriptive) 10 points

Draft of Essay 2 (1301 Narrative) 10 points

Draft of Essay 3 (1301 Variable) 10 points

Letter from Birm. Jail Discussion 5 points

Harrison Bergeron Discussion 5 points

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 500

Faculty Carey Gable
Office ADM 133, by appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course IRWS 0302 - SS 108

Title Integrated Reading and Writing: MRWR - 8 to 10:10 AM

Description

“Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements,” (Catalog).
Credits: 3 Credit Hours, 3 Hours of class each week
TSI Requirement: 339 or below Essay 3 or below.

Textbooks

Kirszner, Laurie G. and Stephen R. Mandell. Patterns for College Writing: A Rhetorical Reader and Guide. 15th ed. Bedford/St. Martin’s, 2021, packaged with Achieve (for labs) and Hacker A Pocket Manual with Writing about Literature. ISBN: 9781319447717
Novel as required for English 1301.

Student Learning Outcomes (SLO)

Course Goals and Objectives:
1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.

Schedule

Course Schedule:
Tentative (Subject to change at instructor’s discretion)
ALL ESSAY EDITS ARE DUE BEFORE SUBMISSION TO ENGL 1301 – Due Dates Vary

Week 1:
June 1 - 5
Syllabus and Introductions
How to Navigate the Course
Assignment: Essay Struggles Self Evaluation
Lesson 1 – Academic Writing and MLA Formatting
Lesson 1 – MLA Formatting and Prewriting (Outlining/Brainstorming)
Lesson 1 – Writing the Intro and Conclusion
Developing a Thesis
Assignments – Write an Intro, Write a Conclusion

Week 2:
June 6 - 12

Evaluation methods

Course Requirements and Evaluation:

Grades will be determined by your writing, participation, online components, and reading assessments. Extra credit may be given at the instructor's discretion.

Essay Struggles Self-Assessment 5 points

Introduction Assignment 5 points

Conclusion Assignment 5 points

Draft of Essay 1 (1301 Descriptive) 10 points

Draft of Essay 2 (1301 Narrative) 10 points

Draft of Essay 3 (1301 Variable) 10 points

Letter from Birm. Jail Discussion 5 points

Harrison Bergeron Discussion 5 points

Paris Junior College Syllabus

Year 2021-2022

Term Summer II

Section 205

Faculty

Office

Phone

email

Cedric Crawford

AS 141

903-782-0359

ccrawford@parisjc.edu

Course ITCS-1305

Title Introduction to PC Operating Systems

Description

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Textbooks

Cengage Unlimited
New Perspectives Microsoft Windows 10: Comprehensive, 1st Edition
ISBN- 978-1-305-57-938-5
Lisa Ruffolo

Student Learning Outcomes (SLO)

Install, configure, and maintain the operating system; perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and run utilities.

Schedule

Week 1- Module 1: Exploring the Basics of Microsoft Windows 10 (Session 1.1 & 1.2) & Module 2: Organizing Your Files (Session 2.1 and 2.2)
Week 2- Module 3: Personalizing Your Windows Environment (Session 3.1 and 3.2), Module 4: Working with the Internet and E-Mail (Session 4.1 & 4.2) & Module 5: Protecting Your Computer (Session 5.1 & 5.2)
Week 3- Module 6: Searching for Information (Session 6.1 & 6.2), Module 7: Managing Multimedia Files (Session 7.1 & 7.2) & Module 8: Connecting to Networks with Mobile Computing (Session 8.1 & 8.2)
Week 4- Module 9: Maintaining Hardware and Software (Session 9.1 & 9.2) & Module 10: Improving Your Computer's Performance (Sessions 10.1 & 10.2)
Week 5- Review
Week 6- Final Exam

Evaluation methods

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

25% EXAMS

50% Labs and Assignments

25% Quizzes

$COURSE\ GRADE = (Average\ Exams * 25\%) + (Average\ Assignments * 50\%) + (Average\ Quizzes * 25\%)$

GRADE SCALE is based on calculated Course average:

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

EXAMS (25%):

Exams demonstrate the students acquired skill of a software application.

ASSIGNMENTS (50%):

Assignments will be scheduled throughout the semester. Assignments include Critical Thinking and

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 290

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

Course ITSC 1309

Title Integrated Software Applications I

Description

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. End-of-Course Outcomes: Use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents.

Textbooks

Shelly Cashman Series: Microsoft Office 365 & Office 2019: Introductory
Cable/Freund/Monk/Sebok/Vermaat
Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-26003-6

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)

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

Schedule

Week 1: IceBreaker Discussion Board, Syllabus Quiz, Register for MindTap
Week 2: Word Module 1
Week 3: Word Module 2
Week 4: Word Capstone
Week 5: PowerPoint Module 1
Week 6: PowerPoint Module 2
Week 7: PowerPoint Capstone
Week 8: Excel Module 1
Week 9: Excel Module 2
Week 10: Excel Capstone
Week 11: Outlook Module 1
Week 12: Outlook Module 2

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 Projects, Exams, Capstones, 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 2016.

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

2340 - 2600 = A

2080 - 2339 = B

1820 - 2079 = C

1560 - 1819 = D

0 - 1559 = F

The assessments are broken-down as follows:

Syllabus Quiz = 1 assessment

BlackBoard Discussion Board Forum = 1 assessment

Outlook Training = 2 assessments

Projects = 12 assessments

Exams = 8 assessments

Capstones = 3 assessments

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 2021-2022

Term Summer

Section 290

Faculty

Office

Phone

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 Freund/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 2/3: Module 1

Week 4/5: Module 2

Week 6/7: Module 3

Week 8: Capstone

Week 9: Module 4

Week 10: Module 5

Week 11: Module 6

Week 12: Complete any missing assignment(s)

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 = 6 assessments

Textbook Projects: 6 assessments

Project 1 = 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 2021-2022

Term Summer

Section 290

Faculty

Office

Phone

email

Wanda Duncan

AS 155

(903) 782-0378

wduncan@parisjc.edu

Course ITSW 1310

Title Introduction to Presentation Graphics

Description

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Textbooks

Shelly Cashman Series, Microsoft Office 365 & PowerPoint 2019: Comprehensive.
Susan Sebok.

Cengage Learning

ISBN: 978-0-357-26012-8

Textbook is a loose-leaf version bundled with MindTap, 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)

Demonstrate proficiency using industry application software.

Schedule

Week 1: IceBreaker Discussion Board, Syllabus Quiz, Register for MindTap
Week 2: Module 1
Week 3: Module 2
Week 4: Module 3
Week 5: Capstone: Modules 1-3
Week 6: Module 4
Week 7: Module 5
Week 8: Module 6
Week 9: Module 7
Week 10: Capstone: Modules 4-7
Week 11: Module 8
Week 12: Complete missing assignment(s)

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, Capstones, and a BlackBoard 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 and Microsoft Office Suite.

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

2430 - 2700 = A

2160 - 2429 = B

1890 - 2159 = C

1620 - 1889 = D

0 - 1619 = F

The assessments can be taken more than one time. The following list details how many times an assessment can be taken: module projects-three times; training projects-one time; module exams-three times; and capstones-three times.

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.

All assignments will be turned in through BlackBoard utilizing MindTap.

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

Paris Junior College Syllabus
Year 2021-2022
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
Week 2- Module 3: Legal, Ethical, and Professional Issues in Information Security & Module 4: Planning for Security
Week 3- Module 5: Risk Management & Module 6: Security Technology: Access Controls, Firewalls, and VPNs
Week 4- Module 8: Cryptography & Module 10: Implementing Information Security
Week 5- Final Exam Review
Week 6- Final Exam

Evaluation methods

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

25% EXAMS

50% Labs and Assignments

25% Quizzes

$COURSE\ GRADE = (Average\ Exams * 25\%) + (Average\ Assignments * 50\%) + (Average\ Quizzes * 25\%)$

GRADE SCALE is based on calculated Course average:

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

EXAMS (25%):

Exams demonstrate the students acquired skill of a software application.

ASSIGNMENTS (50%):

Assignments will be scheduled throughout the semester. Assignments include Critical Thinking and

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 140/440/540

Faculty Robert Talley
Office MS 112
Phone 903-401-1343
email rtalley@parisjc.edu

Course MATH 0300

Title Elementary Algebra

Description

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course is not for college-level credit.

Textbooks

This course has MathXL integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Developmental Mathematics, 4th edition, ISBN 978-0-13-453981-2, Lial, Pearson Education.

Student Learning Outcomes (SLO)

This course is designed to assist students in the following objectives:
To develop conceptual understanding mathematics with a focus on underlying structures.
Development of ideas and problem solving.

Schedule

Week 1- Chapter 1: Sections 1.1-1.5

Week 2- Chapter 1: Sections 1.6-1.10
Chapter 2: Sections 2.1-2.5
Chapter 1 Exam - Thursday, June 9

Week 3- Chapter 2: Sections 2.6-2.8
Chapter 3: Sections 3.1-3.4
Chapter 2 Exam on Thursday, June 16

Week 4- Chapter 3: Section 3.5
Chapter 4: Sections 4.1-4.4
Chapter 3 Exam on Thursday, June 23

Week 5- Chapter 4: Sections 4.5-4.6
Semester Review
Chapter 4 Exam on Thursday, June 30

Evaluation methods

Homework: 25%
Exams: 50%
Final Exam: 25%

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 140/440/540

Faculty Robert Talley
Office MS 112
Phone 903-401-1343
email rtalley@parisjc.edu

Course MATH 0300

Title Elementary Algebra

Description The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course is not for college-level credit.

Textbooks This course has MathXL integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Developmental Mathematics, 4th edition, ISBN 978-0-13-453981-2, Lial, Pearson Education.

Student Learning Outcomes (SLO) This course is designed to assist students in the following objectives:
To develop conceptual understanding mathematics with a focus on underlying structures.
Development of ideas and problem solving.

Schedule

Week 1- Chapter 1: Sections 1.1-1.5

Week 2- Chapter 1: Sections 1.6-1.10
Chapter 2: Sections 2.1-2.5
Chapter 1 Exam - Thursday, June 9

Week 3- Chapter 2: Sections 2.6-2.8
Chapter 3: Sections 3.1-3.4
Chapter 2 Exam on Thursday, June 16

Week 4- Chapter 3: Section 3.5
Chapter 4: Sections 4.1-4.4
Chapter 3 Exam on Thursday, June 23

Week 5- Chapter 4: Sections 4.5-4.6
Semester Review
Chapter 4 Exam on Thursday, June 30

Evaluation methods

Homework: 25%
Exams: 50%
Final Exam: 25%

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 140/440/540

Faculty Robert Talley
Office MS 112
Phone 903-401-1343
email rtalley@parisjc.edu

Course MATH 0300

Title Elementary Algebra

Description

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This course is not for college-level credit.

Textbooks

This course has MathXL integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Developmental Mathematics, 4th edition, ISBN 978-0-13-453981-2, Lial, Pearson Education.

Student Learning Outcomes (SLO)

This course is designed to assist students in the following objectives:
To develop conceptual understanding mathematics with a focus on underlying structures.
Development of ideas and problem solving.

Schedule

Week 1- Chapter 1: Sections 1.1-1.5

Week 2- Chapter 1: Sections 1.6-1.10
Chapter 2: Sections 2.1-2.5
Chapter 1 Exam - Thursday, June 9

Week 3- Chapter 2: Sections 2.6-2.8
Chapter 3: Sections 3.1-3.4
Chapter 2 Exam on Thursday, June 16

Week 4- Chapter 3: Section 3.5
Chapter 4: Sections 4.1-4.4
Chapter 3 Exam on Thursday, June 23

Week 5- Chapter 4: Sections 4.5-4.6
Semester Review
Chapter 4 Exam on Thursday, June 30

Evaluation methods

Homework: 25%
Exams: 50%
Final Exam: 25%

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 140

Faculty Chastity Woodson
Office MS 111G
Phone 903-782-0234
email cwoodson@parisjc.edu

Course MATH 0401

Title Foundation Algebra Reasoning

Description

Topics in mathematics including study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Recommended STEM-majors who are not college ready in mathematics based on placement test scores. This course is not for college-level and may not be used to satisfy degree requirements.

Textbooks

This course has MATHXL integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Intermediate Algebra for College Students, 8th edition, ISBN 9780136553434, Blitzer, Pearson Education.

Student Learning Outcomes (SLO)

1. The student is expected to interpret and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
2. The student is expected to demonstrate proficiency with polynomials and rational expressions in evaluating, simplifying, and factoring.

Schedule

Week 1-Syllabus, Discuss Chapters 1.2, 1.3, 1.4
Week 2- Discuss Chapters 1.6, Exam 1, 5.1, 5.2
Week 3-Discuss Chapters 5.3, 5.4, 5.5, 5.6, Exam 2
Week 4- Discuss Chapters 2.1, 2.2, 2.3, 2.4, 2.5
Week 5- Exam 3, Discuss Chapters 6.4, 6.5, 6.6
Week 6-Exam 4, Discuss Chapters 8.1, 8.2, Final Exam

Evaluation methods

Grading: Your grade in this course will be calculated as follows:

Exams 50%

Final Exam 25%

Homework 25%

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 200

Faculty Chastity Woodson
Office MS 111G
Phone 903-782-0234
email cwoodson@parisjc.edu

Course MATH 0401

Title Foundation Algebra Reasoning

Description

Topics in mathematics including study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Recommended STEM-majors who are not college ready in mathematics based on placement test scores. This course is not for college-level and may not be used to satisfy degree requirements.

Textbooks

This course has MATHXL integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Intermediate Algebra for College Students, 8th edition, ISBN 9780136553434, Blitzer, Pearson Education.

Student Learning Outcomes (SLO)

1. The student is expected to interpret and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
2. The student is expected to demonstrate proficiency with polynomials and rational expressions in evaluating, simplifying, and factoring.

Schedule

Week 1-Syllabus, Discuss Chapters 1.2, 1.3, 1.4, 1.6, Exam 1
Week 2- Discuss Chapters 5.1, 5.2, 5.3, 5.4, 5.5
Week 3-Discuss Chapters 5.6, Take Exam 2, Discuss 2.1, 2.2
Week 4- Discuss Chapters 2.3, 2.4, 2.5, Take Exam 3
Week 5- Discuss Chapters 6.4, 6.5, 6.6, 8.1, 8.2
Week 6-Review for Final Exam, Take Final Exam

Evaluation methods

Grading: Your grade in this course will be calculated as follows:

Exams 60%

Final Exam 20%

Homework 20%

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 440

Faculty Chastity Woodson
Office MS 111G
Phone 903-782-0234
email cwoodson@parisjc.edu

Course MATH 0401

Title Foundation Algebra Reasoning

Description

Topics in mathematics including study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Recommended STEM-majors who are not college ready in mathematics based on placement test scores. This course is not for college-level and may not be used to satisfy degree requirements.

Textbooks

This course has MATHXL integrated directly into Blackboard which includes an e-text. A hard copy of the textbook is optional and will be an additional expense. Intermediate Algebra for College Students, 8th edition, ISBN 9780136553434, Blitzer, Pearson Education.

Student Learning Outcomes (SLO)

1. The student is expected to interpret and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
2. The student is expected to demonstrate proficiency with polynomials and rational expressions in evaluating, simplifying, and factoring.

Schedule

Week 1-Syllabus, Discuss Chapters 1.2, 1.3, 1.4
Week 2- Discuss Chapters 1.6, Exam 1, 5.1, 5.2
Week 3-Discuss Chapters 5.3, 5.4, 5.5, 5.6, Exam 2
Week 4- Discuss Chapters 2.1, 2.2, 2.3, 2.4, 2.5
Week 5- Exam 3, Discuss Chapters 6.4, 6.5, 6.6
Week 6-Exam 4, Discuss Chapters 8.1, 8.2, Final Exam

Evaluation methods

Grading: Your grade in this course will be calculated as follows:

Exams 50%

Final Exam 25%

Homework 25%

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 140

Faculty Jeff Norris
Office GC - 210
Phone (903)457-8713
email jnorris@parisjc.edu

Course MATH 1314

Title College Algebra

Description

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

Textbooks

Algebra and Trigonometry, Blitzer, 6th Edition, included with MATHXL.

Student Learning Outcomes (SLO)

The student is expected to demonstrate proficiency in solving equations of the quadratic form. The student is expected to analyze and interpret polynomials, rational, and exponential functions. The student is expected to compare and evaluate exponential and logarithmic equations using the inverse relationship between the two.

Schedule

Week 1-Introduction & Chapter 1 sections 1.2, 1.4- Linear, rational equations, complex numbers
Chapter 1 sections 5, 6, & 7 - Quadratic, Radical, absolute value equations; Linear and absolute value inequalities
Week2-Chapter 2 sections 1-3 - Functions and their graphs; Linear functions and slope
Chapter 2 Chapter 2 section 4 - More on slope
-Chapter 2 sections 5-8 - Transformations, combinations, composition of functions; inverse functions; distance, midpoint, equations of circles
Week 3-Chapter 3 sections 1 & 2 - Quadratic, polynomial functions and their graphs
Chapter 3 sections 3-5 - Remainder and factor theorems; zeros of polynomial functions; rational functions and their graphs
Week 4- Chapter 4 sections 1 & 2 - Exponential, logarithmic functions
Chapter 4 sections 3 & 4 - Properties of logarithms; exponential, logarithmic equations
Week 5-Chapter 8 sections 1 & 2 - Systems of linear equations
Chapter 9 sections 5 Determinants and Crmer's rule
Final Exam

Evaluation methods

Homework	20%
3 Major Tests	60%
Comprehensive Final Exam	20%

Final course grades are assigned based on overall course average as follows:

Course Average	Course Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 200

Faculty John Fornof
Office MS 111L
Phone 903-782-0331
email jfornof@parisjc.edu

Course Math 1314

Title College Algebra

Description Topics covered in this online course normally include, but are not limited to, equations, inequalities, mathematical models, functions, graphs, polynomial functions, rational functions, exponential functions, and logarithmic functions, system of equations and determinants. Prerequisite for this course is MATH 0401 or a satisfactory score on the placement test

Textbooks Text: eText loaded in Blackboard Algebra & Trigonometry, Blitzer, 6th Edition, ISBN
You will need a scientific calculator or a graphing calculator for this course.

Student Learning Outcomes (SLO)
1. The student is expected to demonstrate proficiency in solving equations of the quadratic form.
2. The student is expected to analyze and interpret polynomials, rational, and exponential functions.
3. The student is expected to compare and evaluate exponential and logarithmic equations using the inverse relationship between the two.

Schedule

MathXL Review,
1.2 Linear Equations and Rational Equations
1.4 Complex Numbers
1.5 Quadratic Equations
1.6 Other Types of Equations
1.7 Linear Inequalities and Absolute Value Inequalities
Test 1
2.1 Basics of Functions and Their Graphs
2.2 More on Functions and Their Graphs
2.3 Linear Functions and Slope
2.4 More on Slope
2.6 Combinations and Composite Functions
2.7 Inverse Functions
2.8 Distance, Midpoint, Circles
Test 2
3.1 Quadratic Functions
3.2 Polynomial Functions and Their Graphs
3.3 Dividing Polynomials
3.5 Rational Functions and Inequalities
Test 3
4.1 Exponential Functions
4.2 Logarithmic Functions
4.3 Properties of Logarithms
4.4 Exponential and Logarithmic Functions
8.1 Systems in Two Variables
8.2 Systems in Three Variables
9.5 Determinants
Review Final

Evaluation methods

There will be three tests. Each test will contribute 20% to the final grade making a total of 60%. The final exam will be worth another 20%, leaving 20% for home work. Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 440

Faculty Jeff Norris
Office GC - 210
Phone (903)457-8713
email jnorris@parisjc.edu

Course MATH 1314

Title College Algebra

Description

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

Textbooks

Algebra and Trigonometry, Blitzer, 6th Edition, included with MATHXL.

Student Learning Outcomes (SLO)

The student is expected to demonstrate proficiency in solving equations of the quadratic form. The student is expected to analyze and interpret polynomials, rational, and exponential functions. The student is expected to compare and evaluate exponential and logarithmic equations using the inverse relationship between the two.

Schedule

Week 1-Introduction & Chapter 1 sections 1.2, 1.4- Linear, rational equations, complex numbers
Chapter 1 sections 5, 6, & 7 - Quadratic, Radical, absolute value equations; Linear and absolute value inequalities
Week2-Chapter 2 sections 1-3 - Functions and their graphs; Linear functions and slope
Chapter 2 Chapter 2 section 4 - More on slope
-Chapter 2 sections 5-8 - Transformations, combinations, composition of functions; inverse functions; distance, midpoint, equations of circles
Week 3-Chapter 3 sections 1 & 2 - Quadratic, polynomial functions and their graphs
Chapter 3 sections 3-5 - Remainder and factor theorems; zeros of polynomial functions; rational functions and their graphs
Week 4- Chapter 4 sections 1 & 2 - Exponential, logarithmic functions
Chapter 4 sections 3 & 4 - Properties of logarithms; exponential, logarithmic equations
Week 5-Chapter 8 sections 1 & 2 - Systems of linear equations
Chapter 9 sections 5 Determinants and Crmer's rule
Final Exam

Evaluation methods

Homework	20%
3 Major Tests	60%
Comprehensive Final Exam	20%

Final course grades are assigned based on overall course average as follows:

Course Average	Course Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 540

Faculty Jeff Norris
Office GC - 210
Phone (903)457-8713
email jnorris@parisjc.edu

Course MATH 1314

Title College Algebra

Description

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

Textbooks

Algebra and Trigonometry, Blitzer, 6th Edition, included with MATHXL.

Student Learning Outcomes (SLO)

The student is expected to demonstrate proficiency in solving equations of the quadratic form. The student is expected to analyze and interpret polynomials, rational, and exponential functions. The student is expected to compare and evaluate exponential and logarithmic equations using the inverse relationship between the two.

Schedule

Week 1-Introduction & Chapter 1 sections 1.2, 1.4- Linear, rational equations, complex numbers
Chapter 1 sections 5, 6, & 7 - Quadratic, Radical, absolute value equations; Linear and absolute value inequalities
Week2-Chapter 2 sections 1-3 - Functions and their graphs; Linear functions and slope
Chapter 2 Chapter 2 section 4 - More on slope
-Chapter 2 sections 5-8 - Transformations, combinations, composition of functions; inverse functions; distance, midpoint, equations of circles
Week 3-Chapter 3 sections 1 & 2 - Quadratic, polynomial functions and their graphs
Chapter 3 sections 3-5 - Remainder and factor theorems; zeros of polynomial functions; rational functions and their graphs
Week 4- Chapter 4 sections 1 & 2 - Exponential, logarithmic functions
Chapter 4 sections 3 & 4 - Properties of logarithms; exponential, logarithmic equations
Week 5-Chapter 8 sections 1 & 2 - Systems of linear equations
Chapter 9 sections 5 Determinants and Crmer's rule
Final Exam

Evaluation methods

Homework	20%
3 Major Tests	60%
Comprehensive Final Exam	20%

Final course grades are assigned based on overall course average as follows:

Course Average	Course Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 200

Faculty Jeff Norris
Office GC - 210
Phone (903)457-8713
email jnorris@parisjc.edu

Course MATH 1324

Title Math For Business and Social Sciences I

Description

A study of mathematical skills that apply to important areas in management, life and social sciences with emphasis on concepts and problem solving rather than theory. Applications allow students to view math in a setting relevant to their intended careers and includes the study of linear equations, functions, matrices, inequalities, linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and probability.

Textbooks

College Mathematics for Business, Economics, Life Sciences and Social Sciences, Barnett/Ziegler/Byleen/Stocker, 14th ed., included with MATHXL.

Student Learning Outcomes (SLO)

Apply algebraic and higher-order thinking to modeling and solving real-world situations.
Analyze and evaluate mathematical information verbally, numerically, graphically and symbolically.
Apply formulas of finance to real-world scenarios such as retirement plans, mortgages, and annuities

Schedule

Week 1-Introduction & Chapter 1 sections 1.2, 1.4, 4.1 - 4.5 Linear Equations, Inequalities, Lines, Graphs, Systems of Linear Equations, Matrix Operations, Test 1
Week 2-5.1 - 5.3 Systems of Linear Inequalities, Linear Programming, Test 2
Week 3-2.1 - 2.6 Functions, Graphs of Functions, Quadratic and other Polynomial Functions, Rational Functions, Exponential Functions, Logarithmic Functions, Test 3
Week 4- 3.1 - 3.4 Simple and Compound Interest, Annuities and Sinking Funds, Amortization, Test 4
Week 5-Final Review, Final Exam

Evaluation methods

Homework	25%
4 Major Tests	60%
Comprehensive Final Exam	15%

Final course grades are assigned based on overall course average as follows:

Course Average	Course Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Paris Junior College Syllabus

Year 2022

Term Summer I

Section 200

Faculty

Office

Phone

email

Robert Talley

Paris Math and Science Building

(903) 401-1343

rtalley@parisjc.edu

Course MATH 1332

Title Contemporary Math

Description

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite for this course is MATH 0400 or a satisfactory score on the placement test.

Textbooks

eBook in MathXL via Blackboard: Thinking Mathematically, 7th Edition, ISBN 0-13-468371-4, Blitzer. (No book or software purchase required.)

Student

Learning

Outcomes

(SLO)

By the end of the semester the student shall demonstrate:

1. Competence in describing sets, subsets, and performing set operations.
2. Competence in operations involving integers and radicals.
3. Competence in operations using exponents and scientific notation.

Schedule

Week 1 - Software Orientation
Week 2 - Section One Homework (Chapters 1, 2, and 4)
Week 3 - Section Two and Three Homework (Chapters 5-8), Section One Exam
Week 4 - Section Four Homework (Chapters 11-12), Sections Two and Three Exams
Week 5 - Section 4 Exam, Final Exam Review
Week 6 - Final Exam

Evaluation methods

Online Homework - 25% of total grade; Exams - 75% of total grade.

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 731

Faculty Taylor Kline
Office GHS 1606
Phone (903) 453 - 3733
email klinet@greenvilleisd.com

Course MATH 2312.731

Title Precalculus

Description This is a lecture course. Topics covered in this course typically include algebraic, exponential, logarithmic, and trigonometric functions, identities, formulas and equations. Inverse trigonometric functions. Vectors, dot-products and their applications. Graphs of Trigonometric and polar equations with applications.

Textbooks Text: Algebra and Trigonometry 6th ed. Blitzer; ISBN: 987-0-13-446321-6
You will also need a graphing calculator for this course.

Schedule

Review of Inverses, Exponential, and Logarithmic Functions

5.1 Angles and Radian Measure

5.2 Right Triangle Trigonometry

5.3 Trigonometric Functions of Any Angle

5.4 Trigonometric Functions of Real Numbers

5.5 Graphs of Sine and Cosine Functions

5.6 Graphs of Other Trigonometric Functions

5.7 Inverse Trigonometric Functions

5.8 Applications of Trigonometric Functions

6.1 Verifying Identities

6.3 Double Angle and Half Angle Formulas

6.5 Trigonometric Equations

7.1 Law of Sines

7.2 Law of Cosines

7.6 Vectors

7.7 The Dot Product

Evaluation methods

There will be two tests. Each test will contribute 20% of the final grade making a total of 40%. Homework will account for the other 60% of the final grade. Grades will be determined by overall percentages at the end of the course.

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

< 60 F

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 140

Faculty John Fornof
Office MS 111L
Phone (903) 782-0331
email jfornof@parisjc.edu

Course Math 2413

Title ANAL GEO/CALCULUS I

Description

This is a lecture course and the first in a sequence of three calculus courses. Calculus is a collection of mathematical ideas used to describe and analyze phenomena that are in a state of flux or change, for example, moving objects and population growth. Topics covered in this course include: functions, limits, continuity, derivatives and applications, integration, inverse functions.

Textbooks

Calculus Early Transcendentals 3rd ed. Briggs, Cochran, Gillett, and Schultz; ISBN:987-0-13-476364-4. A graphing calculator is also required for the course.

Student Learning Outcomes (SLO)

To apply arithmetic, algebraic and higher-order thinking to modeling and solving real-world situations. To represent and evaluate mathematical information verbally, numerically, graphically, and symbolically. To use technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the result.

Schedule

Activity
Syllabus, Review
Chapter 2.2 – 2.4 Limits, Techniques for Computing Limits, Infinite Limits
Chapter 2.5 – 2.7 Limits at Infinity, Continuity
Review, Exam 1
Chapter 3.1 – 3.4 Definition of Derivative, Rules of Differentiation, Product and Quotient Rules
Chapter 3.5 – 3.7 Derivatives of Trig Functions, The Chain Rule
Chapter 3.8 - 3.11 Implicit Differentiation, Derivatives of Log and Exponential Functions, Derivatives of Inverse Trig Functions, Related Rates
Review, Exam 2
Chapter 4.1 – 4.2 Maxima and Minima, Mean Value Theorem
Chapter 4.3 – 4.5 What Derivatives Tell Us About Graphs, Optimization Problems
Chapter 4.7, Review L'Hopital's Rule
Exam 3, Chapter 4.9 Antiderivatives
Chapter 5.1 – 5.3 Definite Integrals, Area Under Curves, Fundamental Theorem of Calculus
Chapter 5.4, 5.5 Working with Integrals, Substitution Rule
Final Exam

Evaluation methods

There will be three exams. Each exam will contribute 20% to the final grade making a total of 60%. The final exam will be worth another 20%, leaving 20% for class work. Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 440

Faculty John Fornof
Office MS 111L
Phone (903) 782-0331
email jfornof@parisjc.edu

Course Math 2413

Title ANAL GEO/CALCULUS I

Description

This is a lecture course and the first in a sequence of three calculus courses. Calculus is a collection of mathematical ideas used to describe and analyze phenomena that are in a state of flux or change, for example, moving objects and population growth. Topics covered in this course include: functions, limits, continuity, derivatives and applications, integration, inverse functions.

Textbooks

Calculus Early Transcendentals 3rd ed. Briggs, Cochran, Gillett, and Schultz; ISBN:987-0-13-476364-4. A graphing calculator is also required for the course.

Student Learning Outcomes (SLO)

To apply arithmetic, algebraic and higher-order thinking to modeling and solving real-world situations. To represent and evaluate mathematical information verbally, numerically, graphically, and symbolically. To use technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the result.

Schedule

Activity
Syllabus, Review
Chapter 2.2 – 2.4 Limits, Techniques for Computing Limits, Infinite Limits
Chapter 2.5 – 2.7 Limits at Infinity, Continuity
Review, Exam 1
Chapter 3.1 – 3.4 Definition of Derivative, Rules of Differentiation, Product and Quotient Rules
Chapter 3.5 – 3.7 Derivatives of Trig Functions, The Chain Rule
Chapter 3.8 - 3.11 Implicit Differentiation, Derivatives of Log and Exponential Functions, Derivatives of Inverse Trig Functions, Related Rates
Review, Exam 2
Chapter 4.1 – 4.2 Maxima and Minima, Mean Value Theorem
Chapter 4.3 – 4.5 What Derivatives Tell Us About Graphs, Optimization Problems
Chapter 4.7, Review L'Hopital's Rule
Exam 3, Chapter 4.9 Antiderivatives
Chapter 5.1 – 5.3 Definite Integrals, Area Under Curves, Fundamental Theorem of Calculus
Chapter 5.4, 5.5 Working with Integrals, Substitution Rule
Final Exam

Evaluation methods

There will be three exams. Each exam will contribute 20% to the final grade making a total of 60%. The final exam will be worth another 20%, leaving 20% for class work. Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 540

Faculty John Fornof
Office MS 111L
Phone (903) 782-0331
email jfornof@parisjc.edu

Course Math 2413

Title ANAL GEO/CALCULUS I

Description

This is a lecture course and the first in a sequence of three calculus courses. Calculus is a collection of mathematical ideas used to describe and analyze phenomena that are in a state of flux or change, for example, moving objects and population growth. Topics covered in this course include: functions, limits, continuity, derivatives and applications, integration, inverse functions.

Textbooks

Calculus Early Transcendentals 3rd ed. Briggs, Cochran, Gillett, and Schultz; ISBN:987-0-13-476364-4. A graphing calculator is also required for the course.

Student Learning Outcomes (SLO)

To apply arithmetic, algebraic and higher-order thinking to modeling and solving real-world situations. To represent and evaluate mathematical information verbally, numerically, graphically, and symbolically. To use technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the result.

Schedule

Activity
Syllabus, Review
Chapter 2.2 – 2.4 Limits, Techniques for Computing Limits, Infinite Limits
Chapter 2.5 – 2.7 Limits at Infinity, Continuity
Review, Exam 1
Chapter 3.1 – 3.4 Definition of Derivative, Rules of Differentiation, Product and Quotient Rules
Chapter 3.5 – 3.7 Derivatives of Trig Functions, The Chain Rule
Chapter 3.8 - 3.11 Implicit Differentiation, Derivatives of Log and Exponential Functions, Derivatives of Inverse Trig Functions, Related Rates
Review, Exam 2
Chapter 4.1 – 4.2 Maxima and Minima, Mean Value Theorem
Chapter 4.3 – 4.5 What Derivatives Tell Us About Graphs, Optimization Problems
Chapter 4.7, Review L'Hopital's Rule
Exam 3, Chapter 4.9 Antiderivatives
Chapter 5.1 – 5.3 Definite Integrals, Area Under Curves, Fundamental Theorem of Calculus
Chapter 5.4, 5.5 Working with Integrals, Substitution Rule
Final Exam

Evaluation methods

There will be three exams. Each exam will contribute 20% to the final grade making a total of 60%. The final exam will be worth another 20%, leaving 20% for class work. Grades will be determined by overall percentage at the end of the course.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	F

Paris Junior College Syllabus

Year 2022

Term Summer I

Section 140

Faculty

Office

Phone

email

LaRue

NS 120

903-782-0334

llarue@parisjc.edu

Course Math 2415

Title Calculus III

Description

A continuation of the integrated study of analytic geometry and calculus with an emphasis on an understanding of fundamental concepts. Topics include: parametric equations and polar coordinates, vectors, applications of vectors, motion, partial derivatives and applications, multiple integrals and applications.

Textbooks

Required reading: Briggs, Cochran, and Gillett, Calculus, Early Transcendental Functions, 2nd Ed., Pearson Pub. Co., ISBN 978-0-321-94734-5, with MyMathLab (purchase code at PJC bookstore).

Student Learning Outcomes (SLO)

The goals for this course include the following:

1. To apply arithmetic, algebraic and higher-order thinking to modeling and solving real-world situations.
2. To represent and evaluate mathematical information verbally, numerically, graphically, and

Schedule

Week 1 -- Polar Coordinates and Parametric Equations, Intro to vectors
Week 2 -- More on vectors, vector-valued functions; Test I
Week 3 -- Functions of several variables, partial derivatives, applications; Test II
Week 4 -- Multiple integrals, applications; Test III
Week 5 -- More on multiple integrals; Final Exam

Evaluation methods

Students will take three Major Tests and one Final Exam. Homework will be turned in for each chapter and the average of the homework will count equivalent to a Major Test.

Tests (3 at 20% each)	60%
Homework	20%
Final Exam	20%
Total	100%

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 440

Faculty LaRue
Office NS 120
Phone 903-782-0334
email llarue@parisjc.edu

Course Math 2415

Title Calculus III

Description A continuation of the integrated study of analytic geometry and calculus with an emphasis on an understanding of fundamental concepts. Topics include: parametric equations and polar coordinates, vectors, applications of vectors, motion, partial derivatives and applications, multiple integrals and applications.

Textbooks Required reading: Briggs, Cochran, and Gillett, Calculus, Early Transcendental Functions, 2nd Ed., Pearson Pub. Co., ISBN 978-0-321-94734-5, with MyMathLab (purchase code at PJC bookstore).

Student Learning Outcomes (SLO) The goals for this course include the following:
1. To apply arithmetic, algebraic and higher-order thinking to modeling and solving real-world situations.
2. To represent and evaluate mathematical information verbally, numerically, graphically, and

Schedule
Week 1 -- Polar Coordinates and Parametric Equations, Intro to vectors
Week 2 -- More on vectors, vector-valued functions; Test I
Week 3 -- Functions of several variables, partial derivatives, applications; Test II
Week 4 -- Multiple integrals, applications; Test III
Week 5 -- More on multiple integrals; Final Exam

Evaluation methods

Students will take three Major Tests and one Final Exam. Homework will be turned in for each chapter and the average of the homework will count equivalent to a Major Test.

Tests (3 at 20% each)	60%
Homework	20%
Final Exam	20%
Total	100%

Paris Junior College Syllabus

Year 2022

Term Summer I

Section 540

Faculty

Office

Phone

email

LaRue

NS 120

903-782-0334

llarue@parisjc.edu

Course Math 2415

Title Calculus III

Description

A continuation of the integrated study of analytic geometry and calculus with an emphasis on an understanding of fundamental concepts. Topics include: parametric equations and polar coordinates, vectors, applications of vectors, motion, partial derivatives and applications, multiple integrals and applications.

Textbooks

Required reading: Briggs, Cochran, and Gillett, Calculus, Early Transcendental Functions, 2nd Ed., Pearson Pub. Co., ISBN 978-0-321-94734-5, with MyMathLab (purchase code at PJC bookstore).

Student Learning Outcomes (SLO)

The goals for this course include the following:

1. To apply arithmetic, algebraic and higher-order thinking to modeling and solving real-world situations.
2. To represent and evaluate mathematical information verbally, numerically, graphically, and

Schedule

Week 1 -- Polar Coordinates and Parametric Equations, Intro to vectors
Week 2 -- More on vectors, vector-valued functions; Test I
Week 3 -- Functions of several variables, partial derivatives, applications; Test II
Week 4 -- Multiple integrals, applications; Test III
Week 5 -- More on multiple integrals; Final Exam

Evaluation methods

Students will take three Major Tests and one Final Exam. Homework will be turned in for each chapter and the average of the homework will count equivalent to a Major Test.

Tests (3 at 20% each)	60%
Homework	20%
Final Exam	20%
Total	100%

Paris Junior College Syllabus
Year 2022
Term Summer Extended
Section 200

Faculty JENNIFER WASHINGTON
Office WTC 1048
Phone 903 782 0731
email jwashington@parisjc.edu

Course MDCA 1309

Title Anatomy And Physiology for Medical Assistants

Description

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. The student will identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

Textbooks

Seeley's Essentials of Anatomy & Physiology (Connect Access Card)
1.Edition: 11th
2.ISBN: 9781264131259
3.Author: Vanputte

Student Learning Outcomes (SLO)

1. Apply knowledge of anatomy and physiology, and clinical disease processes
2. Identify and correlate cells, tissues, organs, and systems of the human body
3. Differentiate normal from abnormal structure and function
4. Identify all body systems, their organs, and relevant physiology

Schedule

All assignments below are due on the following TUESDAY by midnight
Blue APR Assignments are not graded or mandatory and are for study purposes
1.06/01 – Chapter 1 and Chapter 4
2.06/07 – Chapter 5 and Chapter 6
3.06/14 – Chapter 7
4.06/21 – Chapter 8
5.06/28 – Chapter 9 and Chapter 17
6.07/05 – Chapter 10
7.07/12 - Chapter 12
8.07/19- Chapter 13
9.07/26- Chapter 15
10.08/02- Chapter 16
11.08/09- Chapter 18 and Chapter 19
12.08/16- Final Exam due THURS 08/17
a.Final will be over Ch 5,6, 8, 10 ,12 ,15, 16 ,18

Evaluation methods

In order to pass MDCA 1309.200, the student must achieve a final average grade of 70 or higher.
The final grade average will be calculated as follows:
SmartBook – 30%
Quizzes – 50%
Final Exam – 20%

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 200

Faculty Dr. Michael Holderer
Office Music Building Room 107
Phone 903-782-0343
email mholderer@parisjc.edu

Course MUSI 1306

Title Music Appreciation

Description

[Redacted description text]

Music Appreciation (MUSI 1306) is Understanding music through the study of cultural periods, major con

Textbooks

Hansen, Bethanie; Whitehouse, David; and Silverman, Cathy, "Introduction to Music Appreciation" (2014). ePress Course Materials. This is a *free* online textbook. It is available as a PDF through BlackBoard.

Schedule

Week 1-2 Introduction to Music Appreciation / Exam 1

Week 3-4 Music of the Middle Ages / Exam 2

Week 5-7 The Baroque Period / Exam 3

MIDTERM EXAM

Week 8-10 The Classical Period / Exam 4

Week 11-14 The Romantic Period / Exam 5

Week 15 The Twentieth Century and Beyond

FINAL EXAM

Evaluation methods

EXAM 1

50

EXAM 2

50

EXAM 3

50

MID-TERM

100

EXAM 4

50

EXAM 5

100

FINAL EXAM

100

CONCERT REVIEW 1

100

CONCERT REVIEW 2

100

Attendance

300

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 100

Faculty Carey Gable
Office ADM 133 - By Appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course NCBI 0004.100, Online

Title Non-Course Based Remediation in Writing and Reading

Description

Non-Course Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course.

Credits: 1 Credit Hours, 1 Hour of class each week

Textbooks

No textbook.

Student Learning Outcomes (SLO)

NCBI is designed to assist students by developing the skills needed to successfully complete the associated college-level course. Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to assist the student in gaining the skills needed to be successful in college-level work.

Schedule

Variable schedule based upon student. You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. All essays must be typed following MLA (12-point font, Arial or Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Evaluation methods

Grades in this course are Pass/Fail. Students are required to complete 4 hours of instruction with 70% accuracy in order to pass the course.

Students who fail to complete the required number of hours, but who pass the paired college-level course will also pass the course. The whole idea behind this course is that students will gain the skills needed to pass the college-level course.

The NCBO will end in the 8th week of the regular spring and fall semesters, and it may be repeated once if needed.

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 400

Faculty Carey Gable
Office ADM 133 - By Appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course NCBI 0004.400, Online

Title Non-Course Based Remediation in Writing and Reading

Description

Non-Course Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course.

Credits: 1 Credit Hours, 1 Hour of class each week

Textbooks

No textbook.

Student Learning Outcomes (SLO)

NCBI is designed to assist students by developing the skills needed to successfully complete the associated college-level course. Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to assist the student in gaining the skills needed to be successful in college-level work.

Schedule

Variable schedule based upon student. You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. All essays must be typed following MLA (12-point font, Arial or Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Evaluation methods

Grades in this course are Pass/Fail. Students are required to complete 4 hours of instruction with 70% accuracy in order to pass the course.

Students who fail to complete the required number of hours, but who pass the paired college-level course will also pass the course. The whole idea behind this course is that students will gain the skills needed to pass the college-level course.

The NCBO will end in the 8th week of the regular spring and fall semesters, and it may be repeated once if needed.

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 500

Faculty Carey Gable
Office ADM 133 - By Appointment
Phone 903-782-0237
email cgable@parisjc.edu

Course NCBI 0004.500, Online

Title Non-Course Based Remediation in Writing and Reading

Description

Non-Course Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course.
Credits: 1 Credit Hours, 1 Hour of class each week

Textbooks

No textbook.

Student Learning Outcomes (SLO)

NCBI is designed to assist students by developing the skills needed to successfully complete the associated college-level course. Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to assist the student in gaining the skills needed to be successful in college-level work.

Schedule

Variable schedule based upon student. You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. All essays must be typed following MLA (12-point font, Arial or Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard.

Evaluation methods

Grades in this course are Pass/Fail. Students are required to complete 4 hours of instruction with 70% accuracy in order to pass the course.

Students who fail to complete the required number of hours, but who pass the paired college-level course will also pass the course. The whole idea behind this course is that students will gain the skills needed to pass the college-level course.

The NCBO will end in the 8th week of the regular spring and fall semesters, and it may be repeated once if needed.

Paris Junior College Syllabus
Year 2022
Term Summer A
Section 100

Faculty Donald R. Bates
Office 133b
Phone (903) 782-0317
email dbates@parisjc.edu

Course NCBI 0116 100

Title Integrated Reading and Writing Online

Description

Non-Course Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course.
Students who score within two-three points of entry into a college-level reading and or writing

Textbooks

No textbook is required, but a Macmillan Learning access code from the PJC bookstore must be purchased to complete the required labs that are located in Blackboard. There are thirteen labs that must be completed utilizing the purchased access code. Students should expect to spend at least one hour per week in each lab.

Student Learning Outcomes (SLO)

NCBI is designed to assist students by developing the skills needed to successfully complete the associated college-level course.
Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to assist the student in gaining the skills needed to be successful in college-level

Schedule

See weekly course modules in Blackboard for assignments and lab information.

Evaluation methods

Grades in this course are Pass/Fail. Students are required to complete 16 hours of instruction through the labs with 60% accuracy in order to complete the course. The goal is to complete the thirteen labs in the sixteen hours.

Students who fail to complete the required number of hours, but who pass the paired college-level course will also pass the course. However, this course must be completed by the fourteenth week of the semester, but students who fail the paired college-level course will not be allowed to go back and complete the hours to pass the NCBI at the end of the semester.

The whole idea behind this course is that students will gain the skills needed to pass the college-level course.

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 400

Faculty Carey Gable
Office By Appointment
Phone 903-785-0237
email cgable@parisjc.edu

Course NCBI 0116.400, Online

Title Non-Course Based Remediation in Writing and Reading

Description

Non-Course Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course.

Credits: 1 Credit Hours, 1 Hour of class each week

Textbooks

No textbook.

Student Learning Outcomes (SLO)

NCBI is designed to assist students by developing the skills needed to successfully complete the associated college-level course. Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to assist the student in gaining the skills needed to be successful in college-level work.

Schedule

Variable schedule based upon student. You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor. All essays must be typed following MLA format (12-point font, Arial or Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard. You will be instructed as to what formatting should be used on which paper.

Evaluation methods

Grades in this course are Pass/Fail. Students are required to complete 16 hours of instruction with 70% accuracy in order to pass the course.

Students who fail to complete the required number of hours, but who pass the paired college-level course will also pass the course. HOWEVER, this course must be completed in 10 weeks since the activation code is only active for 10 weeks. It is possible to buy an additional access code, but students who fail the paired college-level course will not be allowed to go back and complete the hours to pass the NCBI at the end of the semester. The whole idea behind this course is that students will gain the skills needed to pass the college-level course.

The NCBO will end in the 14th week of the regular spring and fall semesters, and it may be repeated once if needed.

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 500

Faculty Carey Gable
Office By Appointment
Phone 903-785-0237
email cgable@parisjc.edu

Course NCBI 0116.500, Online

Title Non-Course Based Remediation in Writing and Reading

Description

Non-Course Based Remediation in Reading and Writing is designed to fast-track students into college courses by allowing them to take those college-level courses with remediation as a co-requisite rather than requiring a full semester of remediation before allowing students to enter a college-level course.

Credits: 1 Credit Hours, 1 Hour of class each week

Textbooks

No textbook.

Student Learning Outcomes (SLO)

NCBI is designed to assist students by developing the skills needed to successfully complete the associated college-level course. Students, the Instructor of Record in the NCBI, and the instructor in the college-level course will work together to assist the student in gaining the skills needed to be successful in college-level work.

Schedule

Variable schedule based upon student. You are expected to be in class prior to the designated start time. Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor. All essays must be typed following MLA format (12-point font, Arial or Times New Roman), and will not be accepted in any other form. You can reference the Purdue OWL for further assistance in this regard. You will be instructed as to what formatting should be used on which paper.

Evaluation methods

Grades in this course are Pass/Fail. Students are required to complete 16 hours of instruction with 70% accuracy in order to pass the course.

Students who fail to complete the required number of hours, but who pass the paired college-level course will also pass the course. HOWEVER, this course must be completed in 10 weeks since the activation code is only active for 10 weeks. It is possible to buy an additional access code, but students who fail the paired college-level course will not be allowed to go back and complete the hours to pass the NCBI at the end of the semester. The whole idea behind this course is that students will gain the skills needed to pass the college-level course.

The NCBO will end in the 14th week of the regular spring and fall semesters, and it may be repeated once if needed.

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 200

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

Course PHED 1304

Title Personal and Community Health

Description This course provides an introduction to the fundamentals, concepts, strategies, applications and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles and enhance individual well-being.
Credits: 3 HRS

Textbooks Core Concepts in Health; 16th edition; Insel and Roth ISBN# ISBN# 978-1260500653

Student Learning Outcomes (SLO)

- Evaluate the dimensions of health and how they relate to personal and/or community wellness
- Explain the importance of nutrition, a healthy lifestyle and staying physically active in preventing premature disease and promoting wellness
- Describe the leading health problems, trends and needs of diverse populations
- Identify major agencies, foundations and associating supporting health at local, state, national and international levels as well as data tools and resources
- Evaluate sources of health information, including the internet to determine reliability
- Develop and implement a plan of healthy behavior to meet personal and community needs to enhance the quality of life

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 2022

Term Summer I

Section 200

Faculty

Office

Phone

email

Clay Cox

SC 107 (8-12 M-F)

903.782.0394

ccox@parisjc.edu

Course PHED 1306

Title First Aid

Description

This course is designed to develop the knowledge and skills necessary to be effective as a civilian NON-CERTIFIED first responder to minor accidents, injuries, and sudden illness. Caregiving skills while formal medical response is en route will be taught as well as accident prevention principles will be also included. THIS COURSE IS NOT A CERTIFICATION OF FORMAL MEDICAL TRAINING AND AS SUCH, DOES NOT AUTHORIZE THE PRACTICE OF ANY MEDICAL PROCEDURES WITHOUT THE SPECIFIED DIRECTION OF A PHYSICIAN. Any liabilities incurred by the student for any such Responder action(s) will be the sole responsibility of the student as a GOOD SAMARITAN, but NOT as a certified or licensed First Responder. Certification/License of that kind requires more/different training that is authorized by the Texas Department of Health Services and/or the Texas Department of Licensing and Regulation.

Textbooks

Responding to Emergencies, New and Revised Edition, 2012 Publish: American Red Cross, Krames Stay Well Publishers. ISBN # 978-1-58480-554-0

Student Learning Outcomes (SLO)

- 1) Develop the knowledge and skills needed to meet many different types of situations when emergency first aid care is needed and, medical assistance is not excessively delayed.
- 2) Develop the knowledge and skills needed to aid the infant, the child or the adult who is experiencing a breathing emergency.
- 3) Develop knowledge and skills in the use of the AED (Automated External Defibrillator)
- 4) Develop knowledge and understanding of the many causes of accidents and injuries so that action can be taken to eliminate or minimize such causes.

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 2022

Term Summer I

Section 200

Faculty

Office

Phone

email

Lee H. LaRue

MS 210G

903-782-0334

llarue@parisjc.edu

Course PHYS 1303

Title Astronomy I Online

Description

The first half of a general survey of astronomy. Topics will include: review of basic terminology of astronomy, gravity, light, brief overview of the solar system, stars, galaxies, and cosmology. Lab is contained within the course.

Textbooks

Required Text and materials:

Bennett, Donahue, Schneider, Voit, The Essential Cosmic Perspective with Mastering Astronomy, 8th ed., Addison- Wesley/Pearson Pub. Co., ISBN 978-0-13-456623-8

Student Learning Outcomes (SLO)

1. The student will demonstrate an understanding of the scientific method by applying it in a lab setting.
2. The student will demonstrate an understanding of the structure of the universe, from atom to solar system to galaxy to cosmos.

Schedule

Week 1 Review of Terminology and Theories for Astronomy I;
Motion, Light, Spectroscopy
Week 2 Planetary Motion;
Formation of the Solar System;
Stars
Week 3 More on Stars
Week 4 Galaxies
Week 5 Cosmology
Final Exam

Evaluation methods

Chapter Tests: 25%
Mid Term Exam: 25%
Labs: 25%
Final Exam: 25%
Total 100%

Paris Junior College Syllabus
Year 2022
Term Summer I
Section 200

Faculty LaRue
Office MS210G
Phone 903-782-0334
email llarue@parisjc.edu

Course PHYS 1401

Title College Physics

Description

This course is the first half of a general survey of physics requiring a background in algebra and trigonometry. Topics will include: measurement, motion in one dimension, vectors, motion in two dimensions, Newton's Laws of Motion, work, power, and energy, momentum and collisions, rotational motion, gravitation, Kepler's Laws of Planetary Motion, torque and angular momentum, thermodynamics, oscillations and waves. Topics from astronomy will be included to show the

Textbooks

Required reading: 1. OpenStax College Physics -- free pdf at <https://openstax.org/details/books/college-physics>; if you want a paperback copy use ISBN 978-1-938168-00-0.
2. Expert TA online homework system ISBN 978-099-616-4696 .

Student Learning Outcomes (SLO)

Student Learner Objectives
1. The student will demonstrate an understanding of the scientific method through laboratory work.
2. The student will demonstrate an understanding of the study of kinematics and dynamics, including the equations of motion and Newton's Laws of Motion, both in terms of linear and

Schedule

Week 1 (June 1-12 long week) Ch 1-3, and Test 1 (Ch. 13); begin Ch. 4.
Week 2 (June 13) Ch 4-6 and Test 2 over Ch 1-6
Week 3 (June 20) Ch 7-8 and Test 3 over Ch. 7-8.
Week 4 (June 27) Ch 9, 10, 13-15 and Test 4 (over Ch 9, 10, 13-15)
Week 5 (July 4-6) Ch 16-17
(July 6) Final Exam Wed. July 6 (Exam is comprehensive)

Evaluation methods

Grades will be determined as follows:

Tests I, II, III, IV	40% (10% each)
Homework	15%
Labs	25%
Final Exam	20%
Total	100%

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 130

Faculty

Office

Phone

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 2021-2022
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 - 48

Week 4: Lessons 49 - 54

Week 5: Lessons 55 - 60

Week 6: Part 3 Test, Correspondence Test 3-53, Correspondence Test 3-54, Report Test 3-33, 5-minute timed writing

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 2021-2022
Term Summer I
Section 130

Faculty Linda Miles
Office FGC A104A
Phone 903-782-0724
email lmiles@parisjc.edu

Course PSYC 2301

Title General Psychology

Description

The study of: fundamental principles of behavior; motivation, the emotions, the senses and perception, learning and remembering, and personality; theoretical approaches in psychology, past and present; group behavior in terms of social relationships; intelligence and individual differences; an overview of psychological disorders and treatment.

Textbooks

Hockenbury S. E. & Nolan, S. A (2019). Discovering Psychology (8th Ed.) Worth Publishers, Plus Read and Practice. ISBN # 9781319256630

Student Learning Outcomes (SLO)

Required Core Objectives:
Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Communication Skills -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
Empirical and Quantitative Skills--to include the manipulation and analysis of numerical data or observable facts resulting informed conclusions.
Social Responsibility -- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Program Level Student Learner Outcomes: Upon successful completion of the psychology program, the student will...

Demonstrate knowledge of the major theoretical perspectives in psychology.
Interpret what constitutes valid research in the field of psychology.
Identify differences and commonalities within diverse cultures and the effects of cultural forces on human behavior and mental processes.

Course Level Student Learner Outcomes: Upon successful completion of PSYC 2301, the student will:
Identify various research methods and their characteristics used in the scientific study of psychology.
Describe the historical influences and early schools of thought that shaped the field of psychology.
Describe some of the prominent perspectives and approaches used in the study of psychology.
Use terminology unique to the study of psychology.
Describe accepted approaches and standards in psychological assessment and evaluation.
Identify factors in physiological and psychological processes involved in human behavior. Upon completion of the Psychology program at Paris Junior College, students will be able to:
--Demonstrate knowledge of the major theoretical perspectives in psychology.
--Interpret what constitutes valid research in the field of psychology.

Schedule

Week 1-Chapters 1, 2, and 3
Week 2- Chapters 2, and 3; Cultural Psychology Assignments/Writing Assignment
Week 3-Chapters 4, 5, and 6
Week 4-Chapters 7, 9, and 10
Week 5-chapter 11, 12 and 13
Week 6 Final

Evaluation methods

Students will have two major objective exams in which to demonstrate their knowledge of the course material. Each exam is worth 100 points; students can earn up to 200 points on major exams. Students are required to complete chapter quizzes for each section. Students can earn up to 100 points on quizzes (25 points for each section) for the semester. Engagement/participation is an important part of a hybrid class; therefore, students can earn up to 100 points for engagement/participation (15 points – for RAC Assignment, 15 points – for APA Quiz, 20 points – For cultural Psychology Assignments, & 50 points for discussions). Students can earn 100 points on Achieve Assignments. Students can earn extra credit points by completing extra credit assignments that are built into the class; however, extra credit options are not designed to replace an assignment or exam grade.

Grading Criteria

Paris Junior College Syllabus

Year 2022

Term Summer 1

Section 200

Faculty

Office

Phone

email

Marla Elliott

Greenville Campus #209

903-454-9333

melliott@parisjc.edu

Course PSYC 2301

Title General Psychology

Description

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Credits: 3 SCH

TSI Requirement: Reading Complete, or minimum score of 351 on TSI placement test.

Textbooks

Hockenbury, S. E. & Nolan, S. A. (2019). *Discovering Psychology* (8th Ed.). New York: Worth Publishers. Loose-Leaf Edition of *Discovering Psychology and Achieve: Read and Practice* can be ordered together with ISBN #9781319256630

Student Learning Outcomes (SLO)

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Schedule

Week 1-Course introduction; Reading and online assignments for Chapter 1.

Week 2-Reading and online assignment for Chapters' 2 & 4, Section 1 Essay Exam.

Week 3-Reading and online assignments for Chapters' 5, 6, & 9.

Week 4-Reading and online assignments for Chapters' 9 & 10, and Section 2 Essay Exam. Reading and online assignments for Chapter 11.

Week 5-Reading and online assignments for Chapters' 11, 13, & 14.

Week 6-Fourth of July holiday. Section 3 Essay Exam, SLO Exit Quiz & Final Comprehensive Exam.

Evaluation methods

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

200 points-Comprehensive Final Exam: Students will complete an objective final comprehensive examination covering reading and daily work assignments over chapters 1, 2, 4, 5, 6, 9, 10, 11, 13, & 14.

150 points-Section Essay Exams: Students will complete three essay exams over each section in the course. Section 1 will cover chapters 1, 2, & 4; Section 2 will cover chapters 5, 6, 9, & 10; Section 3 will cover chapters 11, 13, & 14. Students are encouraged to use their textbooks and materials while completing the essay exams.

100 points-Chapter Quizzes: Students will complete 10 online (timed) chapter quizzes. Students can use their textbooks and materials and each quiz is worth 10 points.

50 points-Participation/Discussions: Students will be required to participate in online discussions

Paris Junior College Syllabus
Year 2022
Term Summer 1
Section 200

Faculty Marla Elliott
Office Greenville Campus #209
Phone 903-454-9333
email melliott@parisjc.edu

Course PSYC 2314.200

Title Psychology of Lifespan Growth & Development

Description

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.
Credits: 3 SCH; TSI Requirement: Reading Complete or minimum score of 351 on TSI placement test.

Textbooks

Feldman, R.S. (2020). Life Span Development: A Topical Approach (4th Ed.). New Jersey: Pearson Education, Inc. ISBN # 9780135178751 The ISBN # is for the REVEL E-book, which includes access to all REVEL work.

Student Learning Outcomes (SLO)

Required Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:
1. Critical Thinking Skills -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Schedule

Week 1-Course introduction and introductory assignments.
Week 2-Reading and online assignment for Chapters 1, 2, 3, & 4.
Week 3-Reading and online assignments for Chapters 5, 6, 7, & 8. Major Exam 1.
Week 4-Reading and online assignments for Chapters 9, 10,11, & 12.
Week 5-Reading and online assignments for Chapters 13, 14, & 15. Major Exam 2.
Week 6-Final Project deadline & Comprehensive Final Exam.

Evaluation methods

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

250 points-Major Exams: Students will complete three objective Major Exams. Exam 1 (over Sections 1 & 2) and Exam 2 (over Sections 3 & 4), and a Comprehensive Final Exam over Chapters 1-15.

100 points- Essay Exams: Students will complete 4 online essay exams (over Sections 1, 2, 3, & 4). These exams can be worked on, progressively, are not timed, and are worth 25 points each.

100 points-Quizzes: Students will complete 4, online, Blackboard quizzes over each Section. These quizzes are timed. Each quiz is worth between 25 points.

50 points-Revel- Students will have the opportunity to earn points by logging into the REVEL course space and completing reading comprehensive quizzes as they read through the e-book in REVEL. Students will need a REVEL access code to access the REVEL course space and materials.

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 190

Faculty

Office

Phone

email

Heather Unruh

WTC 1064

903-782-0734

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-Shull
Week 3-Outline Ch 11
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%

Paris Junior College Syllabus

Year 2022
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 2021-2022

Term Summer

Section 190

Faculty

Office

Phone

email

Heather Unruh

WTC 1064

903-782-0743

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 2022
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 2022
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%



Associate Degree Nursing
Program

Paris Junior College Paris, Texas

RNSG 2535
Integrated Patient Care Management

Course Syllabus
Summer 2022

Course Description

RNSG 2535 (5 semester credit hours, 5 didactic, 0 clinical/laboratory) Didactic course for the application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. This course must be taken as a co-requisite to 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. 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

COVID-19 Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. For the COVID-19 Policy statement go to <https://www.parisjc.edu/main/pjc-covid-19-policy-statement/> for semester guidelines go to <https://www.parisjc.edu/main/coronavirus-and-pjc/>

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 Wednesday July 26, 2022.

General Expectations

- **Students are responsible for all missed course information.**
- **Students will follow the Attendance Policies 6.0, 6.1 and 6.2** found in the Nursing Student Handbook.
- **This course employs active learning strategies. Student participation in group and didactic learning activities is expected.**
- **Students who are not in the classroom ready to participate when attendance is taken** will be counted tardy (3 tardy episodes = 1 absence).
- **Students who miss attendance roll call, fail to sign in on the class roster, or miss more than 30 minutes** of the class time will be counted absent.
- **No children are allowed in class or to be left alone** in the lobby of the Bobby Walters

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones. 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 Vice President of Student Access and Success 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.

Academic Honesty

In this course, there may be individual and/or group assignments. It is important that 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. **Plagiarism is the act of representing directly or indirectly, another person's work as their 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, and/or submitting a paper purchased or received from another source.** Collusion is the unauthorized collaboration with another person for fulfillment of course requirements. To do so knowingly is dishonest and not fitting the standards expected of a professional.

Papers should be submitted through SafeAssign, a web-based plagiarism detection service in Blackboard. It is imperative that, before submitting your paper to SafeAssign, you remove your title page and other personal information (such as name and student ID number). You must submit all papers written for this class to SafeAssign. Any paper that is not submitted to SafeAssign will not be accepted by the instructor and will not be graded.

Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion will be referred to the Vice President of Student Access and Success 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

A list of all faculty teaching in the course, along with a list of what aspects they will be teaching i.e., classroom/clinical/simulation.

Lead Faculty:

Lance Neill, MSN, RN
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0751
Office: 1042
Email: lnNeill@parisjc.edu

Course Facilitators:

Christy Armes, MSN, RN-BC, CIC, CPPS
Instructor: Classroom/Clinical/Simulation
Office Phone: 903-782-0730
Office: 1036
Email: carmes@parisjc.edu

Deborah Elmore, MSN, APRN
 Instructor: Classroom/Clinical/Simulation
 Office Phone: 903-782-0756
 Office: 1034
 Email: delmore@parisjc.edu

Dwana Hollidai, MBA, BSN, RN

Instructor: Classroom/Clinical/Simulation
 Office Phone: 903-782-0766
 Office: 1032
 Email: dhollidai@parisjc.edu

Lily Shugart, MSN, FNP-C
 Adjunct Instructor: Clinical/Simulation
 Email: lishugart@parisjc.edu

Faculty Office Hours

Paris Junior College Nursing Faculty office hours are posted. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing.

Course Guidelines

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

Course Components	Percentage
3 Unit Exams	75%
3 HESI Comprehensive Exams	Required to score at least 90% on 1
3 HESI Practice Exams	Required to score at least 90% on each
HESI Midterm	Remediation Required
HESI Final	15%
HESI Remediation	Completed prior to Final HESI
	Pass/Fail

***ALL COURSE COMPONENT ARE MANDATORY**

Assignment Description

- Unit Exam

Each unit exam will consist of a minimum of 50 questions divided among the lecture content as determined by the faculty. Each question is allotted 1.5 minutes of test time. Refer to the course schedule for dates and times. Required items for exam days includes a laptop with the Respondus program and a pencil.

Students scoring less than 75% on any individual exam or those with a exam average below 75% are required to complete remediation review and an Academic Success Plan.

- Test Review

Test review will be done the next class day. Exam Grades will be finalized following Test Item Clarification.

- HESI Comprehensive

There will be three (3) HESI Comprehensive exams during the semester. Students are required to take all 3 HESI Comprehensive exams. Students must make a score of at least 90 on at least one (1) of the comprehensive exams to pass the course.

- HESI Practice Exams

There will be three (3) HESI Specific exams during the semester. These exams will measure your knowledge and are an indicator of board readiness. Score of 90 is required to pass the test. If a student makes less than 90, remediation is required. The student will be allowed to take the exam until a score of 90 is reached.

- HESI Midterm Exam

All students will take the HESI Midterm exam as part of this course. This exam will measure your knowledge and are an indicator of NCLEX-RN board readiness. HESI scoring will be calculated using the HESI Conversion Score that is provided by HESI at the end of your test. HESI remediation is required.

- HESI Remediation

All students are required to do HESI Remediation regardless of the original score on the HESI Midterm. The student must complete remediation prior to taking the HESI Final. If remediation is not completed, the student will not be allowed to take the HESI Final.

Proof of HESI remediation is Monday August 16th, 2022.

- HESI Final

A score of 900 is required to pass. Students who score less than 900 will be required to attend a live NCLEX-RN review course and show proof of registration or completion before release of graduation to the Texas BON.

- Absences from Exams and Quizzes

Student must notify course faculty of an absence before the start of the exam, following instructions provided in the syllabus and Nursing Student Handbook for contacting faculty.

- Excused absence: Absence from an exam or 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 faculty will make the determination of whether an absence is excused. The make-up exam or quiz may be an alternative test format (i.e., short answer or essay type questions). The faculty will determine date, time, place, and type of make-up exam.
- Unexcused Absences for exams: If a make-up exam or quiz is offered, it will be at the discretion of the faculty after review of the circumstances surrounding the event.

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 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 results 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.

No extra credit will be offered.

The student is held accountable for the following Testing Policy:

The unweighted average of the exams and final MUST be 75.0% or greater, without rounding, before any other course grades are calculated to compose the final grade. If the unweighted exam average is below **75%, the student will receive the grade of "D", or lower, for the course regardless of any other grade(s).**

Remediation/Success Program

Students who are unable to satisfactorily meet course requirements, course standards, objectives, or score less than 75 on didactic exams or 900 on HESI Exams in the course could be referred for remediation. Student resources to support success in the PJC Nursing Programs can be accessed on Blackboard and by reaching out to a faculty member.

Late Assignments

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.

Grading Assignments

Students can expect assignments to be graded within 10 days of submission. If a student has not received a grade **within this time frame it is the student's responsibility to contact faculty for grade results.**

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 use PJC email for communication with individuals or small groups.

Announcements

- Questions that may benefit the class should be posted as an announcement.

Dress Code

Students are expected to adhere to the Nursing Student Handbook *Clinical Attire* as posted in the Nursing Student Handbook. 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.

Cell phones may be carried during clinical for drug guide and lab value reference use only.

Required Resources

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.)

ISBN: 9781433832178

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

Evolve Student Access to HESI RN Practice Test – Classic Version, 2nd Edition <https://evolve.elsevier.com/>

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

Jean, Giddens (2017). Concepts for Nursing Practice (3rd Edition). Elsevier Health Sciences (US). ISBN: 9780323581936

Lippincott Course Point Enhanced for Brunner & Suddath's Textbook of Medical-Surgical Nursing (14th Edition).

<https://thepoint.lww.com/gateway>

Ricci, Kyle & Carman (2017) Essentials of Maternity, Newborn and Women's Health Nursing (3rd Edition). ISBN: 9781451194005

Silvestri, L. A. (2020). Saunders comprehensive review for NCLEX-RN (7th ed.). ISBN: 9780323358514

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

Recommended Resources

Curren, A.M. (2020). Dimensional Analysis for Meds: A Modern Guide Focusing on the Metric System, Fifth Edition. Jones & Bartlett learning LLC ISBN 978-1284172911

Nursing Program Policies and Expectations

The Nursing Student Handbook 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

Dress Code

Unsafe Conduct and Practice

Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence



Associate Degree Nursing
Program

Paris Junior College Paris, Texas

RNSG2561
Clinical-Registered Nursing/Registered Nurse

Course Syllabus Summer, 2022

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

COVID-19 Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. For the COVID-19 Policy statement go to <https://www.parisjc.edu/main/pjc-covid-19-policy-statement/> for semester guidelines go to <https://www.parisjc.edu/main/coronavirus-and-pjc/>

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 Wednesday July 26, 2022.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones. 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 this course, there may be individual and/or group assignments. It is important that 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. Plagiarism is the act of representing directly or indirectly, another person's work as their 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, and/or submitting a paper purchased or received from another source. Collusion is the unauthorized collaboration with another person for fulfillment of course requirements. To do so knowingly is dishonest and not fitting the standards expected of a professional.

Papers should be submitted through SafeAssign, a web-based plagiarism detection service in Blackboard. It is imperative that, before submitting your paper to SafeAssign, you remove your title page and other personal information (such as name and student ID number). You must submit all papers written for this class to

SafeAssign. Any paper that is not submitted to SafeAssign will not be accepted by the instructor and will not be graded.

Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion will be referred to the Vice President of Student Access and Success 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

A list of all faculty teaching in the course, along with a list of what aspects they will be teaching i.e., classroom/clinical/simulation.

Lead Faculty:

Christy Armes, MSN, RN-BC, CIC, CPPS

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0730

Office: 1036

Email: carmes@parisjc.edu

Course Facilitators:

Deborah Elmore, MSN, APRN

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0756

Office: 1034

Email: delmore@parisjc.edu

Dwana Hollidai, MBA, BSN, RN

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0766

Office: 1032

Email: dhollidai@parisjc.edu

Lance Neill, MSN, RN

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0751

Office: 1042

Email: lnell@parisjc.edu

Lily Shugart, MSN, FNP-C

Adjunct Instructor: Clinical/Simulation

Email: lishugart@parisjc.edu

Faculty Office Hours

Paris Junior College Nursing Faculty office hours are posted. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing.

Course Guidelines

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

Course Components	Percentage
vSim (10 scenarios total at 2% each) (medical 5), (surgical 5)	20%
Simulation Checkpoint	10%
Clinical Reflections (Total of 4 @ 3% each)	12%
Data Collection	10%
Resume and Cover Letter	3%
Group Concept Map Presentation	20%

Clinical Performance Evaluation (Midterm: Formative)	Pass/Fail
Clinical Performance Evaluation (Final: Summative)	25%
Clinical Checklist & Participation in Clinical Post Conferences	Pass/Fail
Clinical Expectation: 256 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 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 results 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.

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.

Late Assignments

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.

Grading Assignments

Students can expect assignments to be graded within 10 days of submission. If a student has not received a grade within this time frame it is the student's responsibility to contact faculty for grade results.

Assignment Description

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) Scenarios. Each vSim includes reading material to prepare the student to care for the client, a pre-sim quiz, the actual simulation experience (virtual through course point), vSim Strategies for Improvement document, a post-sim quiz, documentation, and guided reflection questions. Students must score a benchmark of 90% or better on all vSims, and all pre- and post-sim quizzes. Students must repeat scenarios, and/or post sim quiz until the benchmark is reached.

Students must upload the following into Blackboard for each vSim:

- vSim Strategies for Improvement word document
 1. If you scored 90% or better the first time, provide 2-3 strategies used to complete the vSim.
 2. If you scored below 90% on the first attempt review the student feedback log and provide 4 areas of improvement, then students must repeat till 90% or better is achieved.
 3. These must be written in a word document titled "vSim Strategies for Improvement"
- Completed guided reflection questions in detail

Refer to course schedule for due dates.

Simulation Checkpoint:

Students will complete a simulated client scenario in the clinical simulation lab utilizing a medium and/or high-fidelity simulation manikin. Detailed instructions and a prep packet can be found in the Simulation Checkpoint folder located in Blackboard closer to the checkpoint date. Refer to the 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 Standards, or enter a failure for the assignment.

Double hours for checkpoint prep time (using high-fidelity simulators only) will be awarded for the checkpoint practice. Other hours in simulation practice will receive hour for hour time.

Clinical Performance Evaluation (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 in assignment instructions. 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).

A student who demonstrates any unsafe practices as outlined below may be subject to disciplinary actions dependent upon the severity of the unsafe practice, including but not limited to, the following: verbal warning, written warning, formal reprimand, failure, and/or dismissal. Every effort will be made to use progressive discipline; however, at the discretion of the faculty member, a student can be failed at any time during the semester for an unsafe practice as defined below:

- Violates or threatens the physical, psychological, microbiological, chemical, pharmacological, or thermal safety of the client.
- Violates previously mastered principles/learning objectives in carrying nursing care skills or delegated medical functions.
- Accepts assignments beyond knowledge, education, experience, or competence.
- Fails to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurses of the American Nurses Association.
- Fails to carry out CDC Standard Precautions.

Data Collection

The Data Collection Assignment is based upon the gathering of information about a client during clinical. Detailed instructions and grading criteria are located assignment instructions. 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.

Resume and Cover Letter

Student will prepare a sample cover letter and resume.

Clinical Checklists & Participation in Post Clinical Conferences

Students are expected to complete clinical checklists by the due dates identified on the course schedule. 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 in assignment instructions. 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. The checklist should be typed. 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 to verify student progress. Students should also share the checklist with the clinical preceptor 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.

Clinical Reflections

Students must answer reflection questions, in detail, pertaining to clinical experiences. Due dates and details of the assignment are found under Assignment Instructions in Blackboard. There is a total of five (4) for the semester. Refer to the *Detailed Description of Standards* for point deductions associated with not completing clinical reflections in a timely manner.

Group Concept Map Presentation

Students will present a group concept map using a previously graded data collection assignment from (Summer 2022). Refer to course schedule for day/time presentations will be done. Groups and their topic should be cleared by course lead prior to beginning work on the assignment. Instructions and grading criteria can be found in the Group Concept Map Presentation folder located in Blackboard Assignment Instructions. 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 be ready to present. Presentations will be posted prior to the presentation date, see course schedule for due date.

Clinical Expectation (256 Clinical Hours):

A minimum of 256 clinical hours are required for this course. Hours will be completed using a combination of bedside experiences with faculty, nursing staff, observation shifts, vSim, assignments, and additional technology to meet clinical objectives and student learning outcomes.

Students are expected to schedule 12 shifts (12-hour days) with his or her assigned preceptor during Capstone. Students should schedule no more than 1 shift per week, faculty approval is needed to schedule more than one shift per week. 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.

Refer to schedule and units within Blackboard for additional details regarding assignments required to fulfill clinical 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 are in Blackboard under *Course Documents*.

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 prior to scheduled lab or clinical via telephone. If no response, leave a message. Also notify preceptor two hours prior to scheduled capstone clinical.

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 use PJC email for communication with individuals or small groups.

Announcements

- Questions that may benefit the class should be posted as an announcement.

Dress Code

Students are expected to adhere to the Nursing Student Handbook *Clinical Attire* as posted in the Nursing Student Handbook. 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.

Cell phones may be carried during clinical for drug guide and lab value reference use only.

Required Resources

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.)

ISBN: 9781433832178

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

3839-6

Evolve Student Access to HESI RN Practice Test – Classic Version, 2nd Edition <https://evolve.elsevier.com/>

Hinkle, J. L. & Cheever, K. H. (2018). Textbook of medical-surgical nursing (14th ed.). Lippincott Williams & Wilkins,

ISBN: 978-197-512-446-5

Jean, Giddens (2017). Concepts for Nursing Practice (3rd Edition). Elsevier Health Sciences (US). ISBN:

9780323581936

Lippincott Course Point Enhanced for Brunner & Suddath's Textbook of Medical-Surgical Nursing (14th Edition).

<https://thepoint.lww.com/gateway>

Ricci, Kyle & Carman (2017) Essentials of Maternity, Newborn and Women's Health Nursing (3rd Edition). ISBN:

9781451194005

Silvestri, L. A. (2020). Saunders comprehensive review for NCLEX-RN (7th ed.). ISBN: 9780323358514

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

Recommended Resources

Curren, A.M. (2020). Dimensional Analysis for Meds: A Modern Guide Focusing on the Metric System, Fifth Edition.

Jones & Bartlett learning LLC ISBN 978-1284172911

Nursing Program Policies and Expectations

The Nursing Student Handbook 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

Dress Code

Unsafe Conduct and Practice

Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence



Associate Degree Nursing
Program

Paris Junior College Paris, Texas

RNSG2561
Clinical-Registered Nursing/Registered Nurse

Course Syllabus Summer, 2022

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

COVID-19 Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. For the COVID-19 Policy statement go to <https://www.parisjc.edu/main/pjc-covid-19-policy-statement/> for semester guidelines go to <https://www.parisjc.edu/main/coronavirus-and-pjc/>

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 Wednesday July 26, 2022.

Class Conduct

Please turn off or silence and put away all cell phones, pagers, iPods, headphones. 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 this course, there may be individual and/or group assignments. It is important that 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. Plagiarism is the act of representing directly or indirectly, another person's work as their 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, and/or submitting a paper purchased or received from another source. Collusion is the unauthorized collaboration with another person for fulfillment of course requirements. To do so knowingly is dishonest and not fitting the standards expected of a professional.

Papers should be submitted through SafeAssign, a web-based plagiarism detection service in Blackboard. It is imperative that, before submitting your paper to SafeAssign, you remove your title page and other personal information (such as name and student ID number). You must submit all papers written for this class to

SafeAssign. Any paper that is not submitted to SafeAssign will not be accepted by the instructor and will not be graded.

Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion will be referred to the Vice President of Student Access and Success 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

A list of all faculty teaching in the course, along with a list of what aspects they will be teaching i.e., classroom/clinical/simulation.

Lead Faculty:

Christy Armes, MSN, RN-BC, CIC, CPPS

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0730

Office: 1036

Email: carmes@parisjc.edu

Course Facilitators:

Deborah Elmore, MSN, APRN

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0756

Office: 1034

Email: delmore@parisjc.edu

Dwana Hollidai, MBA, BSN, RN

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0766

Office: 1032

Email: dhollidai@parisjc.edu

Lance Neill, MSN, RN

Instructor: Classroom/Clinical/Simulation

Office Phone: 903-782-0751

Office: 1042

Email: lnell@parisjc.edu

Lily Shugart, MSN, FNP-C

Adjunct Instructor: Clinical/Simulation

Email: lishugart@parisjc.edu

Faculty Office Hours

Paris Junior College Nursing Faculty office hours are posted. Appointments are recommended. Questions and/or concerns may be directed to full-time faculty or the Director of Nursing.

Course Guidelines

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

Course Components	Percentage
vSim (10 scenarios total at 2% each) (medical 5), (surgical 5)	20%
Simulation Checkpoint	10%
Clinical Reflections (Total of 4 @ 3% each)	12%
Data Collection	10%
Resume and Cover Letter	3%
Group Concept Map Presentation	20%

Clinical Performance Evaluation (Midterm: Formative)	Pass/Fail
Clinical Performance Evaluation (Final: Summative)	25%
Clinical Checklist & Participation in Clinical Post Conferences	Pass/Fail
Clinical Expectation: 256 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 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 results 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.

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.

Late Assignments

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.

Grading Assignments

Students can expect assignments to be graded within 10 days of submission. If a student has not received a grade within this time frame it is the student's responsibility to contact faculty for grade results.

Assignment Description

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) Scenarios. Each vSim includes reading material to prepare the student to care for the client, a pre-sim quiz, the actual simulation experience (virtual through course point), vSim Strategies for Improvement document, a post-sim quiz, documentation, and guided reflection questions. Students must score a benchmark of 90% or better on all vSims, and all pre- and post-sim quizzes. Students must repeat scenarios, and/or post sim quiz until the benchmark is reached.

Students must upload the following into Blackboard for each vSim:

- vSim Strategies for Improvement word document
 1. If you scored 90% or better the first time, provide 2-3 strategies used to complete the vSim.
 2. If you scored below 90% on the first attempt review the student feedback log and provide 4 areas of improvement, then students must repeat till 90% or better is achieved.
 3. These must be written in a word document titled "vSim Strategies for Improvement"
- Completed guided reflection questions in detail

Refer to course schedule for due dates.

Simulation Checkpoint:

Students will complete a simulated client scenario in the clinical simulation lab utilizing a medium and/or high-fidelity simulation manikin. Detailed instructions and a prep packet can be found in the Simulation Checkpoint folder located in Blackboard closer to the checkpoint date. Refer to the 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 Standards, or enter a failure for the assignment.

Double hours for checkpoint prep time (using high-fidelity simulators only) will be awarded for the checkpoint practice. Other hours in simulation practice will receive hour for hour time.

Clinical Performance Evaluation (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 in assignment instructions. 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).

A student who demonstrates any unsafe practices as outlined below may be subject to disciplinary actions dependent upon the severity of the unsafe practice, including but not limited to, the following: verbal warning, written warning, formal reprimand, failure, and/or dismissal. Every effort will be made to use progressive discipline; however, at the discretion of the faculty member, a student can be failed at any time during the semester for an unsafe practice as defined below:

- Violates or threatens the physical, psychological, microbiological, chemical, pharmacological, or thermal safety of the client.
- Violates previously mastered principles/learning objectives in carrying nursing care skills or delegated medical functions.
- Accepts assignments beyond knowledge, education, experience, or competence.
- Fails to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurses of the American Nurses Association.
- Fails to carry out CDC Standard Precautions.

Data Collection

The Data Collection Assignment is based upon the gathering of information about a client during clinical. Detailed instructions and grading criteria are located assignment instructions. 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.

Resume and Cover Letter

Student will prepare a sample cover letter and resume.

Clinical Checklists & Participation in Post Clinical Conferences

Students are expected to complete clinical checklists by the due dates identified on the course schedule. 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 in assignment instructions. 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. The checklist should be typed. 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 to verify student progress. Students should also share the checklist with the clinical preceptor 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.

Clinical Reflections

Students must answer reflection questions, in detail, pertaining to clinical experiences. Due dates and details of the assignment are found under Assignment Instructions in Blackboard. There is a total of five (4) for the semester. Refer to the *Detailed Description of Standards* for point deductions associated with not completing clinical reflections in a timely manner.

Group Concept Map Presentation

Students will present a group concept map using a previously graded data collection assignment from (Summer 2022). Refer to course schedule for day/time presentations will be done. Groups and their topic should be cleared by course lead prior to beginning work on the assignment. Instructions and grading criteria can be found in the Group Concept Map Presentation folder located in Blackboard Assignment Instructions. 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 be ready to present. Presentations will be posted prior to the presentation date, see course schedule for due date.

Clinical Expectation (256 Clinical Hours):

A minimum of 256 clinical hours are required for this course. Hours will be completed using a combination of bedside experiences with faculty, nursing staff, observation shifts, vSim, assignments, and additional technology to meet clinical objectives and student learning outcomes.

Students are expected to schedule 12 shifts (12-hour days) with his or her assigned preceptor during Capstone. Students should schedule no more than 1 shift per week, faculty approval is needed to schedule more than one shift per week. 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.

Refer to schedule and units within Blackboard for additional details regarding assignments required to fulfill clinical 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 are in Blackboard under *Course Documents*.

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 prior to scheduled lab or clinical via telephone. If no response, leave a message. Also notify preceptor two hours prior to scheduled capstone clinical.

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 use PJC email for communication with individuals or small groups.

Announcements

- Questions that may benefit the class should be posted as an announcement.

Dress Code

Students are expected to adhere to the Nursing Student Handbook *Clinical Attire* as posted in the Nursing Student Handbook. 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.

Cell phones may be carried during clinical for drug guide and lab value reference use only.

Required Resources

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.)

ISBN: 9781433832178

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

3839-6

Evolve Student Access to HESI RN Practice Test – Classic Version, 2nd Edition <https://evolve.elsevier.com/>

Hinkle, J. L. & Cheever, K. H. (2018). Textbook of medical-surgical nursing (14th ed.). Lippincott Williams & Wilkins,

ISBN: 978-197-512-446-5

Jean, Giddens (2017). Concepts for Nursing Practice (3rd Edition). Elsevier Health Sciences (US). ISBN:

9780323581936

Lippincott Course Point Enhanced for Brunner & Suddath's Textbook of Medical-Surgical Nursing (14th Edition).

<https://thepoint.lww.com/gateway>

Ricci, Kyle & Carman (2017) Essentials of Maternity, Newborn and Women's Health Nursing (3rd Edition). ISBN:

9781451194005

Silvestri, L. A. (2020). Saunders comprehensive review for NCLEX-RN (7th ed.). ISBN: 9780323358514

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

Recommended Resources

Curren, A.M. (2020). Dimensional Analysis for Meds: A Modern Guide Focusing on the Metric System, Fifth Edition.

Jones & Bartlett learning LLC ISBN 978-1284172911

Nursing Program Policies and Expectations

The Nursing Student Handbook 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

Dress Code

Unsafe Conduct and Practice

Freedom from Discrimination, Harassment, and Retaliation/Sexual Violence

Paris Junior College Syllabus

Year 2022
Term Summer I
Section 200

Faculty Office
Phone email

Sarah Latham-Staton
Online/Email
(903) 473-4580
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)

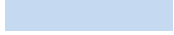
Section Seven

- Chapter 14: Education, Health, and Medicine
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section Eight

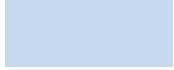
Evaluation methods

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 each. The exam will consist of multiple-choice questions covering material from the assigned readings and class discussions. Your grade percentage will be calculated in the Blackboard (Bb) grade center.



sociology, the

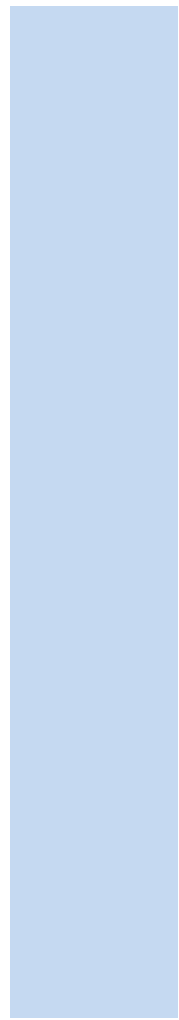
at the semester
of class



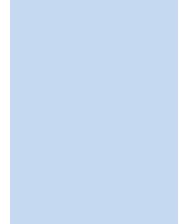
ct, and

ting

is.



icipate in class
ctions per
writing
ring material
Grade Center.



Paris Junior College Syllabus

Year 2022
Term Summer I
Section 200

Faculty Mayra Camacho Cummings
Office PJC SSC Office 111 by APPT.
Phone 903.885.1232 ext. 2209
email mcummings@parisjc.edu

Course SPAN 1411

Title Beginning Spanish I

Description

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. HYBRID ITV COURSE/ONLINE COMPONENT Must submit audio/video attachments.

Textbooks

Becher, Anne, Dorwick, Thalia, Isabelli, Casilde, Pérez-Gironés, Ana . Puntos de Partida. Boston: McGraw-Hill, 2011.
ISBN: 0073385417 / ISBN-13: 9780073385419 9th ed.

Student Learning Outcomes (SLO)

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Engage in conversations using level appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a

Schedule

Week 1- Capitulo Ante Todo,
Week 1- Capítulo 1 En la universidad
Week 2- Capítulo 1 En la universidad
Week 2- Capítulo 2 La familia
Week 3- Capítulo 3 De Compras
Week 3- Capítulo 4 En Casa
Week 4- Capítulo 5 Las estaciones y el tiempo
Week 4- Capítulo 7 !A Comer!
Week 5- Capítulo 6 !A Comer!
Week 5- De Viaje/REPASO FINAL Capítulos Preliminar, 1, 2, 3, 4, 5, 6
Week 6- Final Exam

Evaluation methods

Participation/Attendance	20%
Exams	30%
Assignments	20%
Presentations	30%
Total	100%

Paris Junior College Syllabus

Year 2022

Term Summer I

Section 200

Faculty

Office

Phone

email

Mayra Camacho Cummings

SSC Office 111 BY APPT.

903.885.1232 ext 2209

mcummings@parisjc.edu

Course SPAN 2311

Title SPAN 2311 Intermediate Spanish I (3rd 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. Core curriculum satisfied for Humanities. Prerequisites: two years of high school Spanish or SPAN 1412 or approval of instructor ONLINE BLACKBOARD COMPONENT Must submit audio/video attachments.

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)

Course Goals and Objectives:

1. Learning Outcomes Upon successful completion of this course, students will.
2. Demonstrate comprehension of authentic spoken discourse produced by Spanish speakers of diverse origins.

Schedule

Unit #1
Grammar REVIEW, Present indicative/subjunctive, present/past perfect, intro. literature, vocabulary, culture, lab
Grammar Review por y para , se, hace que..., imperfect, vocabulary, culture, lab
Preterit, vocabulary, culture, literature,lab EXAM #1
Subjunctive-emotion & ojalá, para que/por que, vocabulary, culture, literature, lab
The subjunctive to express uncertain, doubtful, or hypothetical situations, vocabulary, culture, literature, lab
Unit #2
Subjunctive clauses, vocabulary, culture, literature, lab
Future tense-Future tense Reading of short story, lab
Future tense, géneros literarios, lab. EXAM #2
Past subjunctive, vocabulary, culture, literature, lab
Conditional, vocabulary, culture, literature/lab
Unit # 3
Present perfect subjunctive, vocabulary, culture, literature, lab
Imperfect subjunctive If clauses lab

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 2022
Term Summer
Section 130

Faculty Robert Felder
Office PJC Greenville or Classroom 124
Phone (903) 454-9333
email RFELDER@parisjc.edu

Course SPCH 1315

Title Public Speaking

Description Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Textbooks The Public Speaking Project. United States, Public Speaking Project, 2011. (Included in the course in PDF format, with a link to the online edition and can be viewed through BLACKBOARD.)

Student Learning Outcomes (SLO) Student Learning Outcomes (Speech Program-Level):
1. Demonstrate verbal, physical, and vocal elements consistent with acceptable fundamental speaking techniques and critically analyze other speaker's abilities.

Schedule Course Schedule/Calendar:
COURSE OPENS June 1- Complete readings, view tutorials, Syllabus Quiz (Blackboard Start Here)
1st ASSIGNMENT DUE June 6- Syllabus Quiz Due
June 6- Unit 1 (Chapters 1, 11, 12, and 14)
ORD June 8- Students must complete coursework to remain enrolled in the course past ORD
•Writing Assignment 1 Due
•Performance Exam 1: Speech of Introduction Due
June 13- Unit 2 (Chapters 3, 4, and 18)
June 15-
•Writing Assignment 2 Due
•PE 2: Group Discussion Part I Due (one video)
•PE 2: Group Discussion Part II Due (two videos)
•Teamwork Survey Due
June 20- Unit 3 (Chapters 15, 5, 8, and 9)
June 22-
•Writing Assignment 3 Due

Evaluation methods

During the course, students will complete five (5) major Performance Exams, one of which includes a group discussion, and one of which is the Final Exam for the course. Students will also compose five short writing assignments based on course readings and speeches viewed on TED.com. Lastly, students will complete chapter quizzes contained in each unit and a syllabus quiz.

*Please note: This is a percentage-based course, not a points-based course. Each component- Quizzes, Writing Assignments, and Performance Exams- makes up a percentage of the final course grade. Your grade is not complete until all components are graded. Some components are more heavily weighted than others. (Ex: Exam 1 comprises 5% of the course grade and Exam 5 comprises 20% of the course grade.) Blank copies of the Rubrics used to grade Performance Exams and Writing Assignments in the course are available in Blackboard for students to view before submitting coursework. It is the student's responsibility to read and understand the grading

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 200

Faculty Robyn Huizinga
Office AD 159
Phone 903-782-0410
email rhuizinga@parisjc.edu

Course SPCH 1315

Title Public Speaking

Description

Description: Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Textbooks

Required Textbook(s) and Materials:

Textbook: The Public Speaking Project. United States, Public Speaking Project, 2011. (Included in the course in PDF format)

Student Learning Outcomes (SLO)

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. Courses involve the command of oral, aural, written, and visual literacy skills that

Schedule

Course Schedule/Calendar:

COURSE OPENS June 1- Complete readings, view tutorials, Syllabus Quiz (Blackboard Start Here)

1st ASSIGNMENT DUE June 2- Syllabus Quiz Due

June 3- Unit 1 (Chapters 1, 11, 12, and 14) Quizzes Due

June 5- Writing Assignment 1 Due

ORD June 7- Students must complete coursework to remain enrolled in the course past ORD

June 8- Performance Exam 1: Speech of Introduction Due

June 10- Unit 2 (Chapters 3, 4, and 18) Quizzes Due

Evaluation methods

Course Requirements and Evaluation:

During the course, students will complete five (5) major Performance Exams, one of which includes a group discussion, and one of which is the Final Exam for the course. Students will also compose five short writing assignments based on course readings and presentations on TED.com. Lastly, students will complete chapter quizzes contained in each unit and a syllabus quiz.

*Please note: This is a percentage-based course, not a points-based course. Each component- Quizzes, Writing Assignments, and Performance Exams- makes up a percentage of the final course grade. Your grade is not complete until all components are graded. Some components are more heavily weighted than others. (Ex: Exam 1 comprises 5% of the course grade and Exam 5 comprises 20% of the course grade.) Blank copies of the Rubrics used to grade Performance Exams and Writing Assignments in the course are available in Blackboard for students to view before

Paris Junior College Syllabus

Year 2022
Term Summer
Section 430

Faculty Robert Felder
Office PJC Greenville or Classroom 124
Phone (903) 454-9333
email RFELDER@parisjc.edu

Course SPCH 1315

Title Public Speaking

Description Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Textbooks The Public Speaking Project. United States, Public Speaking Project, 2011. (Included in the course in PDF format, with a link to the online edition and can be viewed through BLACKBOARD.)

Student Learning Outcomes (Speech Program-Level):
1. Demonstrate verbal, physical, and vocal elements consistent with acceptable fundamental speaking techniques and critically analyze other speaker's abilities.

Schedule Course Schedule/Calendar:
COURSE OPENS June 1- Complete readings, view tutorials, Syllabus Quiz (Blackboard Start Here)
1st ASSIGNMENT DUE June 6- Syllabus Quiz Due
June 6- Unit 1 (Chapters 1, 11, 12, and 14)
ORD June 8- Students must complete coursework to remain enrolled in the course past ORD
•Writing Assignment 1 Due
•Performance Exam 1: Speech of Introduction Due
June 13- Unit 2 (Chapters 3, 4, and 18)
June 15-
•Writing Assignment 2 Due
•PE 2: Group Discussion Part I Due (one video)
•PE 2: Group Discussion Part II Due (two videos)
•Teamwork Survey Due
June 20- Unit 3 (Chapters 15, 5, 8, and 9)
June 22-
•Writing Assignment 3 Due

Evaluation methods

During the course, students will complete five (5) major Performance Exams, one of which includes a group discussion, and one of which is the Final Exam for the course. Students will also compose five short writing assignments based on course readings and speeches viewed on TED.com. Lastly, students will complete chapter quizzes contained in each unit and a syllabus quiz.

*Please note: This is a percentage-based course, not a points-based course. Each component- Quizzes, Writing Assignments, and Performance Exams- makes up a percentage of the final course grade. Your grade is not complete until all components are graded. Some components are more heavily weighted than others. (Ex: Exam 1 comprises 5% of the course grade and Exam 5 comprises 20% of the course grade.) Blank copies of the Rubrics used to grade Performance Exams and Writing Assignments in the course are available in Blackboard for students to view before submitting coursework. It is the student's responsibility to read and understand the grading

Paris Junior College Syllabus
Year 2021-2022
Term Summer I
Section 1315.500

Faculty Rob Stanley
Office Sulphur Springs Center
Phone (903) 885-1232
email rstanley@parisjc.edu

Course SPCH 1315

Title Public Speaking

Description

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Textbooks

The Public Speaking Project. United States, Public Speaking Project, 2011. A virtual text located at <http://www.publicspeakingproject.org/psvirtualtext.html> (Included in the course in PDF format, with a link to the online edition)

Student Learning Outcomes (SLO)

Student Learning Outcomes (Core Curriculum-Level):

1. Demonstrate Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Demonstrate Communications Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
3. Demonstrate Teamwork Skills—to Include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes (Speech Program-Level):

1. Demonstrate verbal, physical, and vocal elements consistent with acceptable fundamental speaking techniques and critically analyze other speaker's abilities.
2. Compose a structured verbal presentation utilizing an accepted outline format, verbal resources,

Schedule

Week 1
Check roll and Go over Syllabus and expectations for the course
Intro speech introducing themselves
Topic selection and instructions for 1st 3 min speech
Give 1st 3 min speech

Week 2
Intro work and body language work for 2nd speech
Give 2nd Speech
Lesson of dealing with stage fright and adapting to audience
Continue 2nd Speech feedback and begin instruction for 3rd speech.
How to speech and student feedback with intro's

Week 3
Select topics for 4th speech Informative and basic outlining strategies
Informative presentations 5 min
Speech feedback with student evaluations
5th speech topic selection instruction on using props
speech presentations with feedback
Impromptu speech for speech 6
Feedback and lesson of group dynamics

Week 4
Group projects
Group presentations
Topic selection speech 7 (7min)
Speech 7 presentations
Speech 8 topic selections and prep

Week 5
Speech 8 presentations
Focus on peer reviews

Week 6
Final speech presentations

Evaluation methods

GRADING PROCEDURES:
Every speech, written analysis paper, exercise and exam will be graded or evaluated by the instructor for grading purposes. Student evaluation of speeches will be sought for purposes other than grading. Examinations or quizzes will be conducted periodically. Discussions will be evaluated by the instructor.

Grade distribution: Unless otherwise stated

8 speeches and written papers (10% each)	80%
1 group exercise (5%)	5%
Final exam (15%)	15%

Paris Junior College Syllabus
Year 2021-2021
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 2021-2022
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

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 185

Faculty Dani Gerhardt-Gilbreath
Office WTC 1058
Phone 903.782.0745
email dgilbreath@parisjc.edu

Course VNSG 1122

Title Vocational Nursing Concepts

Description

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.

Textbooks

Lippincott CoursePoint+ Enhanced for Taylor's Fundamentals of Nursing – ISBN: 9781975124151, Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing –ISBN: 9781975186777, Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing – ISBN: 9781975134075, Lippincott CoursePoint Enhanced for Ford's Introductory Clinical Pharmacology – ISBN: 9781975193836, Lippincott's NCLEX-PN PassPoint – ISBN: 9781469872100, Curren, A.M., (2020) Dimensional Analysis for Meds, (6th ed.), Delmar Cengage Learning. ISBN: 9781284248623, Recommended: Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (8th ed.), Elsevier-Saunders, ISBN: 978-0323733052

Student Learning Outcomes (SLO)

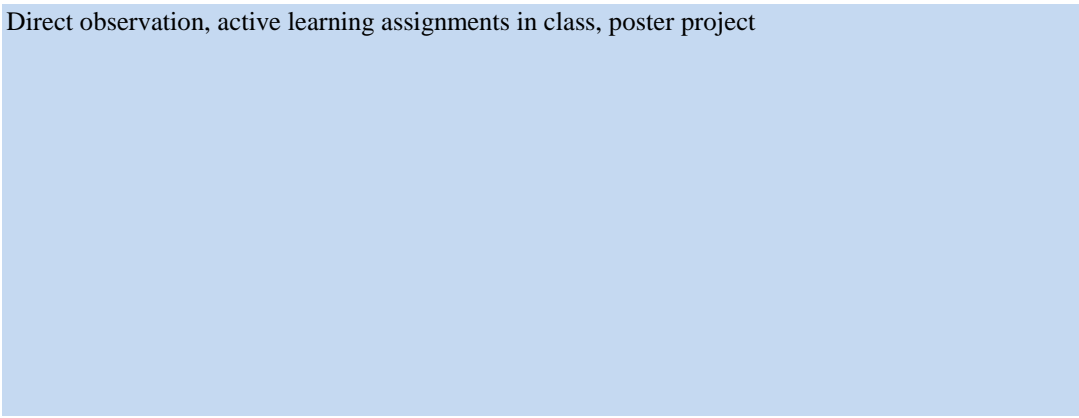
1. Demonstrate knowledge of the Texas Nurse Practice Act, Texas BON rules, and all federal, state, and local government and accreditation organization requirements that emphasizes safety.
2. Identify the role of the licensed vocational nurse.
3. Identify the relationship between the standards of nursing practice and the role of the vocational nurse as a member of an interprofessional team.
4. Discuss the personal adjustments essential to the development of the vocational nurse.
5. Discuss the legal and ethical responsibilities in vocational nursing practice.

Schedule

Week 1-Nursing History Week 2- Ethics
Week 3- Legal Issues Week 4- Exam/Nursing Process
Week 5- Collaboration and Leadership Week 6- Population Health
Week 7- Final Exam

Evaluation methods

Direct observation, active learning assignments in class, poster project



Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 185

Faculty Dani Gerhardt-Gilbreath
Office WTC 1058
Phone 903.782.0745
email dgilbreath@parisjc.edu

Course VNSG 1122

Title Vocational Nursing Concepts

Description

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.

Textbooks

Lippincott CoursePoint+ Enhanced for Taylor's Fundamentals of Nursing – ISBN: 9781975124151, Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing –ISBN: 9781975186777, Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing – ISBN: 9781975134075, Lippincott CoursePoint Enhanced for Ford's

Student Learning Outcomes (SLO)

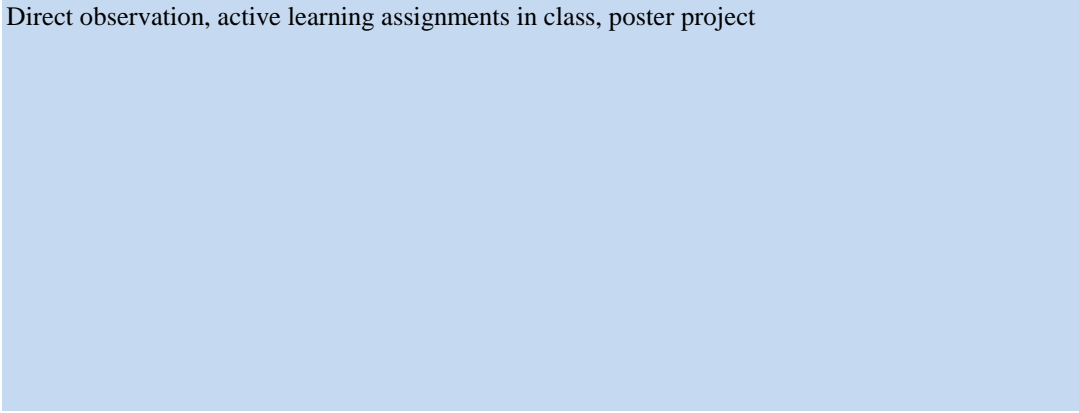
1. Demonstrate knowledge of the Texas Nurse Practice Act, Texas BON rules, and all federal, state, and local government and accreditation organization requirements that emphasizes safety.
2. Identify the role of the licensed vocational nurse.
3. Identify the relationship between the standards of nursing practice and the role of the vocational

Schedule

Week 1-Nursing History Week 2- Ethics
Week 3- Legal Issues Week 4- Exam/Nursing Process
Week 5- Collaboration and Leadership Week 6- Population Health
Week 7- Final Exam

Evaluation methods

Direct observation, active learning assignments in class, poster project



Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 01

Faculty Office Phone email
Lead Faculty: Amanda Jackson AAS, RN
WTC 1062
(903) 782-0746
ajackson@parisjc.edu

Course VNSG 1136

Title Mental Health

Description Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

Textbooks

Required Resources Summer 2022:

Lippincott CoursePoint+ Enhanced for Taylor's Fundamentals of Nursing – ISBN: 9781975124151

Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing – ISBN: 9781975186777

Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing – ISBN: 9781975134075

Lippincott CoursePoint Enhanced for Ford's Introductory Clinical Pharmacology – ISBN: 9781975193836

Lippincott's NCLEX-PN PassPoint – ISBN: 9781469872100

Curren, A.M., (2020) Dimensional Analysis for Meds, (6th ed.), Delmar Cengage Learning. ISBN: 9781284248623

Recommended:

Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (8th ed.), Elsevier-Saunders. ISBN: 978-0323733052

Student Learning Outcomes (SLO)

Course Objectives:

1. Identify the characteristics of positive mental health.
2. Identify the coping mechanisms utilized by individuals to alleviate stress and anxiety.
3. Demonstrate therapeutic communication skills.
4. Analyze the psychosocial, cultural, behavioral, and spiritual dimensions considered when designing and implementing nursing care of clients experiencing altered mental health states.
5. Examine pharmacological and non-pharmacological therapies with clients experiencing altered mental health.
6. Examine legal and ethical considerations related to the care of individuals, groups, and families experiencing altered states of mental health.
7. Demonstrate the application of nursing care standards, evidence-based nursing practice, and

Schedule

weeks 1-3 Basics of Mental Health Nursing and Therapeutic Communication
weeks 4-7 Psychiatric Disorders and Nursing Management

Evaluation methods

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

Course Components Percentage

V-Sim I 0%

Prep-U- two (2) 30%

Exams- two (2) 60%

***ALL COURSE COMPONENT ARE MANDATORY**

***FACULTY RESERVES THE RIGHT TO ASSIGN ANY OTHER ASSIGNMENTS**

Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 185

Faculty Dani Gerhardt-Gilbreath
Office WTC 1058
Phone 903.782.0745
email dgilbreath@parisjc.edu

Course VNSG 1160

Title Clinical-Licensed Practical/Vocational Nurse Training

Description

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 and will guide the vocational student into their independent practice under the direct supervision of an RN or other licensed health-care professional.

Textbooks

Lippincott CoursePoint+ Enhanced for Taylor's Fundamentals of Nursing – ISBN: 9781975124151, Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing –ISBN: 9781975186777, Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing – ISBN: 9781975134075, Lippincott CoursePoint Enhanced for Ford's

Student Learning Outcomes (SLO)

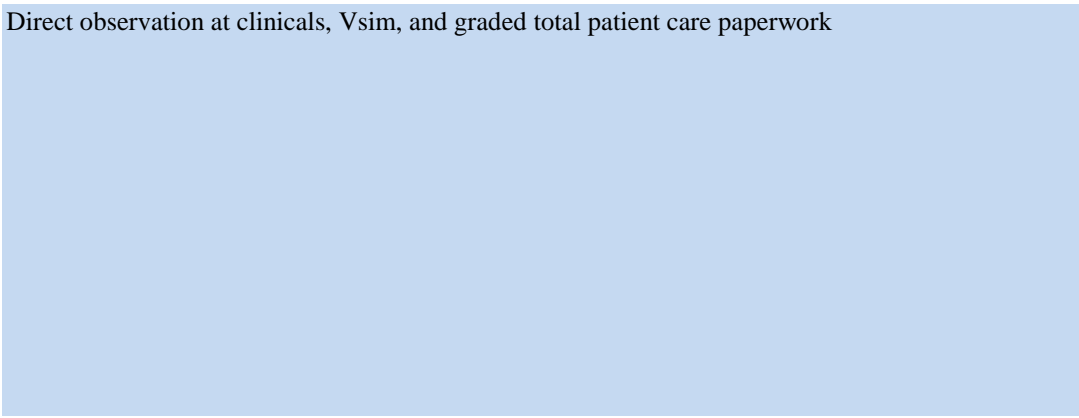
1. Demonstrate competency in basic nursing skills.
2. Compare and contrast normal physiology of body systems to pathologic variations in the client with common medical-surgical health care problems.
3. Apply nursing knowledge of evaluation and treatment to the care of clients with common medical-

Schedule

Week 1 and 4- Syllabi Review and Vsim training
Week 5, 6, - Culture Presentation Prep, Med Cards
Week 7, 9, 10- Clinical Paperwork
Week 11 and 12-Nursing Home Clinicals, Glen Oaks, and Community Project
Week 13- Community Project Presentations

Evaluation methods

Direct observation at clinicals, Vsim, and graded total patient care paperwork



Paris Junior College Syllabus
Year 2021-2022
Term Summer
Section 185

Faculty Dani Gerhardt-Gilbreath
Office WTC 1058
Phone 903.782.0745
email dgilbreath@parisjc.edu

Course VNSG 1160

Title Clinical-Licensed Practical/Vocational Nurse Training

Description

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 and will guide the vocational student into their independent practice under the direct supervision of an RN or other licensed health-care professional.

Textbooks

Lippincott CoursePoint+ Enhanced for Taylor's Fundamentals of Nursing – ISBN: 9781975124151, Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing –ISBN: 9781975186777, Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing – ISBN: 9781975134075, Lippincott CoursePoint Enhanced for Ford's

Student Learning Outcomes (SLO)

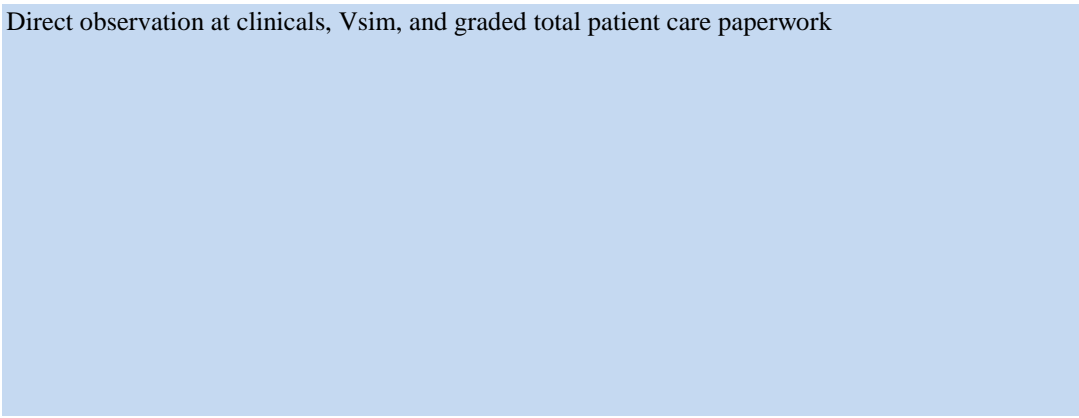
1. Demonstrate competency in basic nursing skills.
2. Compare and contrast normal physiology of body systems to pathologic variations in the client with common medical-surgical health care problems.
3. Apply nursing knowledge of evaluation and treatment to the care of clients with common medical-

Schedule

Week 1 and 4- Syllabi Review and Vsim training
Week 5, 6, - Culture Presentation Prep, Med Cards
Week 7, 9, 10- Clinical Paperwork
Week 11 and 12-Nursing Home Clinicals, Glen Oaks, and Community Project
Week 13- Community Project Presentations

Evaluation methods

Direct observation at clinicals, Vsim, and graded total patient care paperwork



Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 185

Faculty

Office

Phone

email

Brad Bolton

WTC 1028

903.782.0754

bbolton@parisjc.edu

Course VNSG 1231

Title Pharmacology

Description

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

Textbooks

Lippincott CoursePoint Enhanced for Ford's Introductory Clinical Pharmacology – ISBN: 9781975193836. Curren, A.M., (2020) Dimensional Analysis for Meds, (6th ed.), Delmar Cengage Learning. ISBN: 9781284248623

Student Learning Outcomes (SLO)

- Discuss the basic concepts of pharmacology.
- Describe the basic methods used in the administration of drugs.

Schedule

Week 1- Foundation of clinical pharmacology
Week 2- Infection and pain medications
Week 3- Central and peripheral nervous medications
Week 4- Neuromuscular medications
Week 5- Respiratory medications
Week 6- Cardiovascular medications
Week 7- Endocrine medications
Week 8- Renal medications

Evaluation methods

Exams and direct observation



Paris Junior College Syllabus
Year 2021-22
Term Summer
Section 01

Faculty Jenny Sullivan
Office 1050
Phone 903-782-0757
email jsullivan@parisjc.edu

Course VNSG 1323

Title Basic Nursing Skills

Description Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

Textbooks

Required Summer 2022 Resources
Lippincott CoursePoint+ Enhanced for Taylor's Fundamentals of Nursing – ISBN: 9781975124151
Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing – ISBN: 9781975186777
Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing – ISBN: 9781975134075
Lippincott CoursePoint+ Enhanced for Ford's Introductory Clinical Pharmacology – ISBN: 9781975193836
Lippincott's NCLEX-PN PassPoint – ISBN: 9781469872100
Curren, A.M., (2020) Dimensional Analysis for Meds, (5th ed.), Delmar Cengage Learning. ISBN: 978-1-2841-7291-1
Recommended Resources:
Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (8th ed.), Elsevier-Saunders, ISBN: 978-0323733052

Student Learning Outcomes (SLO)

1. Identify safe and competent entry-level nursing skills.
2. Identify how each step of the nursing process relates to nursing care.
3. Discuss the implementation of entry-level nursing skills in a variety of health care settings.
4. Identify nursing interventions designed to break the link in the chain of infection.
5. Identify strategies for injury prevention and safety maintenance in acute care settings.
6. Perform safe client-centered care techniques when providing nursing interventions.
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.

Schedule

Week 1 & 2: Vital Signs
Week 3: Infection Control/Wound Care
Week 4: Nutrition/Hygiene
Week 5: Mobility
Week 6-8: Head-to-Toe Assessment
Week 9: IV Starts and Assessment
Week 10: Medication Administration (oral, topical, otic, ophthalmic, rectal)
Week 11: Medication Administration (intra-dermal, subcutaneous, intramuscular)
Week 12: Medication Administration Practice
Week 13: Medication Administration Evaluations
Week 14: Competency testing for any skills that students need re-testing on

Evaluation methods

Course Components	Percentage
Vital Signs Skill Check-off	30%
Head-to-Toe Assessment Check-off	30%
Medication Administration Skill Check-off	30%
Medical Terminology & Vital Signs Quiz	10%
Lab Journal	Complete/Incomplete

***ALL COURSE COMPONENTS ARE MANDATORY**

Paris Junior College Syllabus

Year 2022
Term Summer
Section .01

Faculty Madelyn Loschke
Office 1060
Phone 903-782-0736
email mloschke@parisjc.edu

Course VNSG1400

Title Nursing in Health and Illness I

Description

Introduction to general principals of growth and development, primary healthcare needs of the client across the lifespan, and therapeutic nursing interventions. Co-requisites include: VNSG 1122, 1323, 1136, 1231, and 1160

Textbooks

Required Textbooks for Summer 2022:
Lippincott CoursePoint+ Enhanced for Taylor's Fundamentals of Nursing – ISBN: 9781975124151
Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing – ISBN: 9781975186777

Student Learning Outcomes (SLO)

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.

Schedule

Week 1
Week 1 item options
Communication in Nursing
Taylors Chapter 8
Content Folder
Week 2
Week 2 item options
Developmental Concepts in Nursing
Taylors Chapter 21
Content Folder
Week 3
Week 3 item options
Asepsis and Infection Control
Taylor Chapter 24
Lecture from Ms. Gerhardt
Content Folder
Week 4
Week 4 item options
Activity and Mobility
Taylors Chapter 33
Lecture from Mrs. Sullivan

Evaluation methods

Evaluation will be based on techniques designed to determine if course objectives are met.

These measures include:

Course Components Percentage

2-unit exams 60

Assignments 40

Culture – 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

Paris Junior College Syllabus

Year 2021-2022

Term Summer

Section 186

Faculty

Office

Phone

email

Clint Hutchins

AS123

903-782-0384

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 2021-2022

Term Summer

Section 585

Faculty

Office

Phone

email

John J Plemons

103

903-782-0385

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 2021-2022

Term Summer

Section 186

Faculty

Office

Phone

email

Clint Hutchins

AS123

903-782-0384

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 2021-2022

Term Summer

Section 585

Faculty

Office

Phone

email

John J Plemons

103

903-782-0385

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 2021-2022
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 2021-2022
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 2021-2022
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;
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 2021-2022
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

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 2021-2022
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 2021-2022

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 2021-2022

Term Summer

Section 186

Faculty

Office

Phone

email

Clint Hutchins

AS123

903-782-0384

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 2021-2022

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 2021-2022
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 2021-2022
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 2021-2022
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 2021-2022
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 2021-2022
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 2021-2022
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 2021-2022

Term Summer

Section 186

Faculty

Office

Phone

email

Clint Hutchins

AS123

903-782-0384

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 2021-2022

Term Summer

Section 585

Faculty

Office

Phone

email

John J Plemons

103

903-782-0385

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 2021-2022
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 2021-2022
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 2021-2022
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 2021-2022
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 2021-2022
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 2021-2022

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 2021-2022
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.

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 2021-2022
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

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 2021-2022

Term Summer

Section 186

Faculty

Office

Phone

email

Clint Hutchins

AS123

903-782-0384

chutchins@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 2021-2022

Term Summer

Section 585

Faculty

Office

Phone

email

John J Plemons

103

903-782-0385

jplemons@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.