Biology 2401.201
Anatomy & Physiology I
Summer 1 2025

Instructor: Gregory Potts
Office: MS 210E
Phone: (903) 782-0332
Email: gpotts@parisjc.edu
Office Hours: M-Th 9:00 am to 11:00 am, 1:30 pm to 3:30 pm.

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:

Anatomy and Physiology I is the first half 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. The lab provides learning experiences for exploration of human system components and basic physiology.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please get in touch with the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/
Your required e-textbook and course materials for Biol 2401, **Welsh Connect for Hole's Anatomy and Physiology w/Proctorio+ 16e**, will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of June 5th (Note this means by June 4th at 11:59 PM).**

1. Go to Opt-out portal
2. Create an account using your student email account
3. Select the course(s) you are choosing to Opt-Out of
4. You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)
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.

ACGM Lecture Learning Outcomes

Upon successful 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.
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.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:
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, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Schedule:

Note: This schedule is tentative but will be followed to the best of our ability. We will adjust this schedule as necessary.

Course Schedules:

Unit 1 Ch. 1: Introduction to A&P
Ch. 2: Chemistry of Life
Ch. 3: Cells

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-10-25!

Proctored Exam 1: Ch. 2, 3 & 4 available 6-7-25 until 6-10-25

Unit 2 Ch. 4: Cellular Metabolism
Ch. 5: Tissues
Ch. 6: Integumentary System

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-19-25!

Proctored Exam 2: Ch. 5, 6 & 7 available 6-16-25 until 6-19-25

Unit 3 Ch. 7: Skeletal System
Ch. 8: Joints of the Skeletal System
Ch. 9: Muscular System

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-28-25!

Proctored Exam 3: Ch. 8, 9 & 23 available 6-25-25 until 6-28-25.

Bones Exam available 6-23 to 6-26. The bones exam is timed and proctored. The bones exam is based on the bones practice exam which is open from 6-2 to 6-22. You can practice it as many times as you want until it closes the day before the Bones exam becomes available.

Unit 4 Ch. 10: Nervous System I
Ch. 11: Nervous System II
Ch. 12: Nervous System III (Senses)

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 7-7-25!

Proctored Exam 4: Ch. 24, 25 & 26 available 7-5-25 until 7-7-25

Muscles Exam available 7-2 to 7-7. The Muscles exam is timed but not proctored. The muscles exam is based on the muscles practice exam which is open from 6-2 to 7-1. You can practice it as many times as you want until it closes the day before the exam becomes available.

Lab Schedule

APR Labs

APR Introduction	6-2 to 7-7
APR Tutorial	6-2 to 7-7
Integument APR Lab	6-2 to 6-15
Histology APR Lab	6-2 to 6-15
Skull and Bone Histology APR Lab	6-2 to 6-22
Skeletal APR Lab – Hand and Foot	6-2 to 6-22
Brain and Cranial Nerves APR Lab	6-2 to 7-7
Senses APR Lab	6-2 to 7-7

Regular Labs

1.	Virtual Lab Tutorial	6-2 to 6-8
2.	Lab Safety – Personal	6-2 to 6-8
3.	Lab Safety – Hand Washing	6-2 to 6-8
4.	Metric Measurement – Length	6-2 to 6-8
5.	Metric Measurement – Temperature	6-2 to 6-8
6.	Metric Measurement – Volume	6-2 to 6-8
7.	Metric Measurement – Weight	6-2 to 6-8

8.	Mitosis	6-2 to 6-8
9.	Transcription, Translation, and Mutation	6-2 to 6-8
10.	Osmosis	6-2 to 6-15
11.	Epithelial Tissue Histology	6-2 to 6-15
12.	Connective Tissue Histology	6-2 to 6-15
13.	Test for Proteins	6-2 to 6-15
14.	Test for Fats	6-2 to 6-15
15.	Test for Starch	6-2 to 6-15
16.	Test for Sugars	6-2 to 6-15
17.	Diff Across a Selectively Perm Membrane	6-2 to 6-22
18.	Eff. Of Media Density on Diffusion	6-2 to 6-22
19.	Cell Respiration – Yeast	6-2 to 6-22
20.	Enzyme Activity	6-2 to 6-22
21.	Enzymes – Effect of Temp.	6-2 to 6-22
22.	Enzymes – Effect of Concentration	6-2 to 6-22
23.	Enzymes – Effect of pH	6-2 to 6-22
24.	Operation of a Brightfield Microscope	6-2 to 6-29
25.	Microscopy – Oil Immersion Lens	6-2 to 6-29
26.	Muscle Tissue Histology	6-2 to 6-29
27.	Electromyography – Motor Unit Recruitment	6-2 to 6-29
28.	Electromyography – Time to Fatigue	6-2 to 6-29
29.	Skeletal Muscle Physiology	6-2 to 6-29
30.	Skeletal Muscle – Isometric and Isotonic	6-2 to 6-29

31.	Skeletal Muscle – Shoulder Movement	6-2 to 6-29
32.	Skeletal Muscle – Electrical Stimulation	6-2 to 6-29
33.	Demonstrate Monosynaptic Reflexes	6-2 to 7-6
34.	Nervous Tissue Histology	6-2 to 7-6
35.	Eye Dissection	6-2 to 7-6
36.	Accommodation of the Lens	6-2 to 7-6
37.	Convergent Reflex Test	6-2 to 7-6
38.	Astigmatism Test	6-2 to 7-6
39.	Pupillary Reflex Test	6-2 to 7-6

Note* **On all assignments pay close attention to the availability and the due date of each assignment.**.

All assignments have specific start and due dates. Make sure to get the work completed and submitted before the due date elapses. If an assignment is due on 9-18-22 at 10 pm then submission at 10:01 pm means McGraw-Hill will automatically give you a zero. If you cannot get an assignment done before the cutoff time/date let me know immediately and we can work out something. Do not do an assignment after the due date without discussing the situation with me first. Keep good records of your grades and email me with any discrepancies. Everyone deserves full credit for their work. All proctored exams and quizzes will be done through Proctorio on Connect. At the instructor's discretion any assignment may be added, modified or cancelled depending upon class circumstance. This includes any homework, quizzes, exams or other assigned work such as presentations, group work or in class activity. Due dates are subject to change depending upon class circumstances.

Course Requirements and Evaluation:

Course Format

This is a student-centered online course with materials and content delivered using McGraw-Hill's Connect. Full participation is essential to understanding and doing well. It is the student's responsibility to keep track of assignments and labs posted in Connect and complete them within the allotted time frame. Each assignment can be accessed directly in McGraw-Hill Connect or through the class page on Blackboard. Each assignment is linked in Blackboard and by clicking on any assignment your browswer will redirect to McGraw-Hill Connect and automatically open the assignment. If you need direct access such as for study or reading the

textbook then you need to log directly into McGraw-Hill Connect. It is very important that the student complete each assignment before they are due as McGraw-Hill will record a zero for any assignment not completed and submitted properly. Keep track of all of your work and notify me if there are any discrepencies.

There will be 4 unit exams and 2 Lab based exams. The class conists of 12 Smartbook assignments, 12 homework assignments, 12 quiz assignments some of which are proctored, virtual labs and APR labs. Any proctored assignments will be done through **McGraw-Hill Proctorio** for Connect.

Any announcements will be made through Blackboard and/or through your PJC email address. Always check your school email as that is the email I am required to use.

Classroom Policies

Students are expected to conduct themselves as mature adults. You are expected to exhibit civility and patience and to participate in the class as directed by your instructor. You will show respect for your instructor and the other students in the class. Any student who is disruptive will be asked to leave the class. After a conference with the instructor and the director or division chair, the student may be allowed to return to the classroom.

Grading Criteria
Students will be given the following opportunities to demonstrate knowledge of class material: Please note that exams and quizzes will be proctored using Proctorio through Connect. You will have to have a web cam and a microphone for this course.

35%	4 Unit Exams + Bones Exam + Muscles Exam
15%	SmartBook Exercises
10%	Homework
10%	Quizzes
25%	Virtual Labs in McGraw-Hill's Connect
5%	Orientation/miscellaneous exercises

A:	90-100%
B:	80-89%
C:	70-79%
D:	60-69%
E:	59% and under

Proctored assignments:

All proctored assignments inclluding exams, quizzes and the final are **TIMED and Proctored using McGraw-Hill Proctorio**. Each Exam will consist of similar questions from your chapter homework. It is important to know the information. Please read the chapters and study the material including all diagrams, charts, models, pictures and tables. Once time expires and your exam closes I will not be able to reopen it. See the schedule for the exams' open and close dates. **Plan your attack well**, and never begin an exam late at night on the last day it is

due, if you can avoid it! Expect 60-100 questions similar to what you see in the chapter homework and quiz assignments.

Proctorio Exam Proctoring:

- **Webcam and audio required for all exams**
- **Photo ID (Driver's license, passport, college/university ID, or military ID)**
- **You must download the Proctorio App**
- **Make sure you allow your webcam to allow Proctorio access to it**

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. All of the proctored assignments will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome
https://proctorio.com/support#settingUp

Minimum System Requirements
https://proctorio.com/support#minReqs

https://proctorio.com/support#faq

Please review the settings and requirements for your exams below.

Proctorio will:

- Record video and audio from the test-taker's webcam during the exam. The system uses artificial intelligence monitoring to flag suspicious behaviors. The exam footage will be available to the professor after the exam.

- Control whether test takers can access other tabs or programs. Proctorio will block the use of other programs during the exam, other websites, and different monitors.

- Prevent content from entering or leaving the exam. Proctorio will disable the clipboard, disable the right click of your mouse, and disable printing. Proctorio will also record your computer screen during the exam.

Additional Considerations:

- Please focus on your exam and **avoid looking away** from the screen for extended periods.

- **NEVER** exit the exam once you begin. This will show multiple attempts on my end, and you could lose credit on the exam. Proctorio gives feedback to the instructor on your internet connection status during the exam. If you log out and say it was because of a

bad connection, but the system showed no evidence of a slow or bad connection, this could be counted as cheating.

- Cell phone use is **strictly prohibited** during the exam!
- Notes/Books of any kind are **not allowed** on the exam.
- Treat all exams as you would an in-person exam that allows **no use of help** in any form during the exam.
- Any McGraw-Hill Connect assignment labeled "Proctored" utilizes the settings above and disallows the use of any extra help of any kind during the exam! Violating any of the requirements above will result in a zero on your exam. Suspicious activity caught by your webcam may also result in a zero if there is evidence of cheating, such as using notes, books, cell phones, etc., during an exam. Therefore, focusing on your exam and putting away all notes, books, and cell phones before beginning the exam is essential.

All assignments must be done by the due dates set, so please stay on top of assignments and **avoid procrastination**. I will only reopen assignments if the Connect system has issues or in unavoidable and verifiable cases that I approve of individually, such as an unexpected hospitalization. If you cannot make the due dates, you should drop the class before the final withdrawal date of **July 2nd**. If Connect is working on my end, then the web page is good, so make sure you have an updated computer and a reliable connection to the internet for this course!

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

https://www.mheducation.com/highered/connect/support.html

Tips/Time: This course is online and will require a time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace, but please do not let due dates approach and assume you can finish the work in a day or 2. Your course is divided into four central units, covering three chapters each. You can see when all assignments open and close in MGH Connect, but this syllabus also covers this. In each unit, you will have 3 chapters, read and study each (take notes and pay attention to bold terms), complete the SB and homework assignment with each chapter. Plan out a good schedule for when you want to complete each task before the due dates.

You can find the WD from a course option in your MyPJC Account. The last day to drop the course with a grade of W is **July 2, 2025**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Extension Policy: I offer extensions on proctored exams on a case-by-case basis and only if you have a **verifiable and unavoidable** reason, like a hospitalization or something of that nature.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. Email me with your desire to drop and I will send you instructions on how to initiate the request. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, July 2nd, 2025.

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic needs assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help and emphasize that help and resources are available on campus and in the community. It also supports Texas higher education institutions in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Paris Junior College Syllabus

Year	2025	Faculty	Gregory Potts
Term	Summer 1 2025	Office	Science 210E
Section		Phone	903-782-0332
		email	gpotts@parisjc.edu

Course BIOL 2402 201

Title Biology 2402 Anatomy & Physiology II

Description

Course Description:
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the endocrine system, the cardiovascular system, the lymphatic system and immunity, the digestives system, nutrition and metabolism, the respiratory system, the urinary system, the human reproductive system including pregnancy, growth and

Textbooks

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett

Student Learning Outcomes (SLO)

Student Learning Outcomes (Biological Science Program-Level)
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.

Schedule

Course Schedule:

Note: This schedule is tentative but will be followed to the best of our ability. We will adjust this schedule as necessary.

Course Schedules:

Unit 1 Ch. 1: Introduction to A&P
Ch. 2: Chemistry of Life
Ch. 3: Cells

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-10-25!

Proctored Exam 1: Ch. 2, 3 & 4 available 6-7-25 until 6-10-25

Unit 2 Ch. 4: Cellular Metabolism

Evaluation methods

Grading Criteria
Students will be given the following opportunities to demonstrate knowledge of class material:
Please note that exams and quizzes will be proctored using Proctorio through Connect. You will have to have a web cam and a microphone for this course.

35% 4 Unit Exams + Bones Exam + Muscles Exam
15% SmartBook Exercises
10% Homework
10% Quizzes
25% Virtual Labs in McGraw-Hill's Connect
5% Orientation/miscellaneous exercises

ACCT 2302-290
Principles of Financial Accounting
Summer 2025

Instructor: Jennifer Coon
Office: Virtual
Phone: N/A
Email: jcoon@parisjc.edu
Meeting Location: Online
Meeting Days: Online
Meeting Times: Online
Office Hours: by appointment. Email to schedule a Zoom session.

Course Description:

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

Credits: 3 credit hours
Prerequisite(s): Acct. 2301
TSI Requirement: Recommended Math complete

Required Textbook(s) and Materials:

Miller-Nobles/Mattison: Horngren's Financial & Managerial Accounting 8th Edition
Author(s): Miller-Nobles, Tracie | Mattison, Brenda
Textbook ISBN-13: 9780137858569

If you took Acct 2301 at PJC in the Spring of 2025, check to see if you still have access to MyLab before you purchase another code. You may have a 2-semester access code.

MyLab Access is required.
14-Day Free Access Option courtesy of Pearson There is a 14-day free access option that you may use if you cannot purchase your text and access today. All work completed during the free access will transfer to the permanent access

Students must have the technology and connectivity to access the Internet and complete 100% of the coursework via the Pearson MyAccountingLab.

Course Goals and Objectives:

Course Goals:

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 making.
3. Prepare an operating budget, identify its major components, and explain the interrelationship among its various components.
4. Explain methods of performance evaluation.
5. Use appropriate financial information to make operational decisions.
6. Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

Course Objectives:

Upon successful completion of this course, students will:

1. Learn the purpose of managerial accounting.
2. Analyze and complete budgets
3. Apply concepts for operating budgets.
4. Apply concepts for performance evaluation.
5. Apply concepts for operational decision making.
6. Generate and interpret various accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

Course Schedule:

This course is broken into three primary sections:

- **Section I – Managerial Chapters 1 – 3, Due 6/20**
- **Section II – Managerial Chapters 4-7, Due 7/18**
- **Section III – Managerial Chapters 8-11, Due 8/8**
- **Final Exam – Open August 11 through August 13**

Students may complete assignments at their own pace. Below is a suggested weekly schedule to help you meet the section due dates.

Week Of	Reading	Assignments
2-Jun	Chapter 1	Chapter 1
9-Jun	Chapter 2 & 3	Chapter 2 & 3, Quiz 1
16-Jun	Chapter 4	Exam 1, Chapter 4
23-Jun	Chapter 5 & 6	Chapter 5 & 6, Quiz 2
30-Jun	Chapter 7	Chapter 7
7-Jul	Chapter 8	Quiz 3, Chapter 8, Review for Exam 2
14-Jul	Chapter 9	Exam 2, Chapter 9
21-Jul	Chapter 10	Chapter 10
28-Jul	Chapter 11	Take Quiz 4, Chapter 11
4-Aug	Review	Review, take Exam 3
11-Aug	Review	Final Exam

Topics Covered:
Chapter 1- Introduction to Managerial Accounting
Chapter 2- Job Costing
Chapter 3- Process Costing
Chapter 4- Activity Based Costing
Chapter 5- Cost Volume Profit Analysis
Chapter 6- Variable Costing
Chapter 7- Master Budgets
Chapter 8- Flexible Budgets and Standard Costing
Chapter 9- Responsibility Accounting & Performance Evaluation
Chapter 10- Short Term Business Decisions
Chapter 11- Capital Investment Decisions.

Course Requirements and Evaluation:

Communication

There is an option in the assignments to "Ask My Instructor" which will take a screen shot of the problem and allow you to type a question. I will communicate announcements to the class through Blackboard. You should be logging in and checking announcements at least twice per week.

You can email me at jcoon@parisjc.edu for questions. Please allow a 24-hour response time Monday through Thursday. Emails sent Friday- Sunday may be returned on the following Monday.

Grading

Grading (Evaluations) consist of homework, quizzes, tests, and the final exam.

Note that the grade in MyLab will take an average of the homework assignments and multiply by the appropriate weight (30%). Quizzes will take the average of the highest quiz attempts and multiply by the approximate weight (20%). Exams will take the average of the 3 exams and multiply by the approximate weight (30%). The comprehensive final exam is 20%.

The final course grade is based on the following:

Course Work	Percentage
Chapter Assignments	30%
Quizzes	20%
Section Exams	30%
Final Exam- Comprehensive	20%
Total Percentage	100%

Grade Scale	Percent
A	90% - 100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0%-59%

There is no curve or extra credit planned for the course. You should work all assignments as best as you can and email your questions or log on for office hours as needed for help.

Course Policies

Late Policy

Homework must be submitted in MyLab by the deadline dates listed. You may work ahead but do not fall behind. Completing and comprehending the homework is key for success in this course. You have unlimited attempts to achieve 100% on all homework assignments until the due date. Once the due date has passed, a 10% penalty per day will be applied to questions worked after the due date. Note Section 3 is due 8/8 and will require final submission by 8/11 when finals open.

Quizzes

All quizzes are timed, allow two attempts, and must be completed in a single session (no saving to return).

Once your quiz is opened you must finish it in a single attempt. If your Internet fails, you will be able to reopen the quiz one time. Quizzes are taken on your own. Use your book and notes as needed to do your best. Quizzes will close and automatically submit at 11:59 pm on their respective due date. You should start the quiz early enough to be able to complete it before this time. If you start the quiz after the respective due date, a late penalty will be applied.

Exams

Exams are timed, allow only one attempt, and must be completed in a single session. You may use your book and notes as needed to do your best. Exams will close and automatically submit at 11:59 pm on their respective due date. You should start the exam early enough to be able to complete it before this time. If you start the exam after the respective due date, a late penalty will be applied.

The final exam must be taken in accordance to the PJC Final Exam Schedule. The final exam is open during finals week as indicated by the college finals schedule. **You may use a 3x5 index card front and back with notes, scratch paper and calculator on the final exam.** The final examination will be comprehensive and cover all chapters from the semester.

Student Responsibilities

You should do the following:

- Purchase required material – including a textbook and access to the MyLab, if you don't already have access.
- Read the chapters in the ebook
- Utilize the media resources provided in MyLab and on blackboard to supplement understanding and build confidence.
- Check Blackboard at least twice a week for announcements.
- Complete all assignments on or before the due date.
- Attend Zoom Office hours as needed for help and understanding of material.
- Prepare diligently for quizzes and exams.
- Email and ask questions when you do not understand the assignment or material.
- Follow the policies set forth in this syllabus and as specified by the college.

Class Attendance

Students must complete work in a timely manner and follow due dates. You are expected to log in and complete work two or more times each week. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is July 30, 2025.

Class Conduct

No obscene/vulgar language will be permitted in the virtual classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty

In the pursuit of learning, it is expected that students will engage in 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.*

Artificial Intelligence

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

Paris Junior College Syllabus

Year	2024-2025
Term	Summer 25
Section	290

Faculty	Jennifer Coon
Office	Virtual/Email
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 8th Edition
Author(s): Miller-Nobles, Tracie | Mattison, Brenda
Textbook ISBN-13: 9780137858569

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 & 2 Readings and Assignments in MyLab
Week 2-Chapter 3, Readings and Assignments in MyLab, Quiz 1 in MyLab
Week 3- Chapter 4 Readings and Assignments in MyLab & Exam 1 in MyLab
Week 4- Chapter 5 & 6 Readings and Assignments in MyLab, Quiz 2 in MyLab
Week 5- Chapter 7 Readings and Assignments in MyLab
Week 6- Quiz 3 in MyLab, Chapter 8 Readings and Assignments in MyLab & Review for Exam 2
Week 8-Exam 2 in MyLab & Chapter 9 Readings and Assignments in MyLab
Week 9-Chapter 10 Readings and Assignments in MyLab, Quiz 4 in MyLab
Week 10-Chapter 11 Readings and Assignments in MyLab & Exam 3 in MyLab
Week 11- Final Exam in MyLab

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 a 10% penalty per day applied (homework, quizzes, and tests). The final course grade is based on the following: Course WorkPercentage Assignments 30% Quizzes 20% Section Exams 30% Final Exam- 20% Note Final Exam is comprehensive There is no curve. Students will strive for mastery of the objectives rather than compete against each

Paris Junior College Syllabus

Year	2024-2025	Faculty	Jennifer Coon
Term	Summer 2025	Office	Virtual
Section	290	Phone	N/A
		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 8th Edition
Author(s): Miller-Nobles, Tracie | Mattison, Brenda
Textbook ISBN-13: 9780137858569

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 & 2 reading & assignments in MyLab
Week 2- Chapter 3 & 4 reading & assignments in MyLab, Quiz 1
Week 3-Review Chapters 1-4, accounting cycle problem, Quiz 2 and take Exam 1
Week 4- Chapter 5 & 6 reading & assignments in MyLab
Week 5- Chapter 7 & 8 reading and assignments in MyLab, Quiz 3
Week 6- Chapter 9 reading and assignments in MyLab, Quiz 4
Week 7- Review Chapters 5-9, take Exam 2
Week 8- Chapter 11 & 12 reading and assignments in MyLab
Week 9- Chapter 13 & 14 reading and assignments in MyLab, Quiz 5
Week 10- Chapter 15 reading and assignment in MyLab, Quiz 6 and Exam 3
Week 11- Review and take Final Exam

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 a 10% penalty per day applied (homework, quizzes, and tests). Assignments- 30% Quizzes- 20% Section Exams (3)- 30% Comprehensive Final Exam- 20% There is no curve. Students will strive for mastery of the objectives rather than compete against each other. The levels of mastery are as follows: A= 90%+ , B= 80-89%, C= 70-79%, D= 60-69%, F= 0-59% □

ACNT 1303.290
Introduction to Accounting I
Summer 2025 – Extended Term

Instructor: Wanda Duncan
Office: AS 155
Phone: 903.782.0378
Email: wduncan@parisjc.edu
Office Hours: TBA

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course 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.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement
NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:
College Accounting, Chapters 1-9, 23rd edition.
Heintz & Perry
Bundled with a Loose-leaf Version + CengageNOWv2, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-25240-6

Inclusive Access: 9781337913379

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:
None.

Access to the Internet, e-mail, and 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.

Please see BlackBoard “Announcements” for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:
Upon successful completion of this course, the student will have:
1. Described the purpose of accounting
2. Described the accounting process
3. Constructed the accounting equation
4. Analyzed business transactions
5. Showed the effects of business transactions on the accounting equation
6. Prepared and described the purposes of a simple income statement, statement of owner’s equity, and balance sheet
7. Described the effects of debits and credits on specific types of accounts
8. Described the flow of data from source documents to the trial balance
9. Journalized transactions
10. Posted to the general ledger and prepare a trial balance
11. Prepared end-of-period adjustments
12. Posted adjusting entries to the general ledger
13. Prepared financial statements with the aid of a work sheet
14. Journalized and post-closing entries
15. Prepared a post-closing trial balance

Student Learning Outcomes:
1. Defined accounting terminology
2. Analyzed and recorded business transactions in a manual and computerized environment
3. Completed the accounting cycle
4. Prepared financial statements
5. Applied accounting concepts related to cash and payroll

Course Schedule:

June 2 - 8	IceBreaker Discussion Board, Syllabus Quiz, Register for CengageNOWv2
June 9 - 15	Chapter 1 – Introduction to Accounting
June 16 - 22	Chapter 2 – Analyzing Transactions: The Accounting Equation
June 23 – 29	Chapter 3 – The Double-Entry Framework
June 30 – July 6	Chapter 4 – Journalizing and Posting Transactions
July 7 – 13	Chapter 5 – Adjusting Entries and the Work Sheet
July 14 – 20	Chapter 5 Appendix – Depreciation Methods
July 21 - 27	Chapter 6 – Financial Statements and the Closing Process
July 28 – August 3	Chapter 6 Appendix – Statement of Cash Flows
August 4 - 10	Practice Final Exam
August 11 - 13	Final Exam

Course Requirements and Evaluation:
The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**June 19**) to avoid being dropped.

This is an **11-week** course that runs from **June 2** to **August 14**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **CengageNOWv2**. The student will use the access code (purchased with the textbook) to access course documents, assessments, and exams. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Registering Cengage NOWv2 through BlackBoard
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for homework assignments and the Final Exam
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in lecture sessions and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There will be a Final Exam:

- The Final Exam will be available to you to take on your home computer using the honor system.
- The exam will be available from August 1 to August 13.
- There are three attempts to achieve the highest grade possible.
- You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read all chapters, review assessments, and/or practice assessments to prepare for the Final Exam. If you fail to complete chapter assessments and practice assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All chapter assessments will be completed within **CengageNOWv2**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the final exam. The due date of each chapter and exam are listed in the schedule which can be accessed from the Homepage of your BlackBoard course. Each assessment has three attempts to achieve the highest grade possible.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on completion of assessments which include homework, Final Exam, 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 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.

Assignment Percentages:

Type	**Percentage**	**Description**
Discussion Board	5%	IceBreaker Discussion Board
Final Exam	35%	Chapters 1 through 6
Completion of Homework	60%	Completion of all 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 the "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 normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All module assessments will be completed by logging into **BlackBoard**, select a "chapter," and then select the "assessment" you are wanting to complete. Once you have selected the assessment, the "**CengageNOWv2**" window will appear and you can then begin working on the assessment.

CengageNOWv2 assessments can be taken **three (3) *times*** to improve grade.

Course Procedures:
- **Microsoft Office 365** and **CengageNOWv2** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student's final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:
AS 152
One-on-one tutoring available (email for an appointment)

Course Policies
All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **CengageNOWv2** are linked into **BlackBoard**. You will need the Access card that was included with the textbook sold by the PJC Bookstore. If you purchased the textbook elsewhere, and it did not include the CengageNOWv2 access card, you will need to purchase it as well. You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **July 30**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis**. To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment**. On the first day of the online course enter the Discussion Board. Here you will find an "IceBreaker (Student Coffee House)" forum. Students must reply to this forum in each course in order to verify their course enrollment. **If you do not complete this forum by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must "log in" and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before the Official Reporting Day (ORD) to be considered an active student or to be considered attending class. Please consult the Paris Junior College Student Handbook to review all policies and procedures.

<u>Instructor Response and Availability</u>:

The Instructor's preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put “ACNT 1303 Question” or “ACNT 1303 Question About” as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check “Announcements” in BlackBoard daily.

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

Netiquette:
Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn’t be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person’s humorous comment may push another person’s buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people’s intellectual property. Don’t post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words, without the use of non-verbal’s with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don’t want to see anyone writing “R U” instead of “are you”. There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment**.
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.

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Syllabus Subject to Change
This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

a) Student email
b) BlackBoard announcement
c) In class announcement

Tech Support:
For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Basic Needs Survey

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

Important Dates:
Official Report Date is **June 19**.
Last Day to Drop Classes with a "W" is **July 30**.
Holiday is **July 4**.
Final Exams is **August 13 - 14**.

All assignments must be completed by **11:59 PM on Wednesday, August 13**.

Paris Junior College Syllabus		Faculty	Lena Spencer
Year	2024-2025	Office	Art Building Annex III
Term	Summer I	Phone	903.782.0438
Section	200	email	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 Introduction, Prehistoric Art, Street Art UNIT #2 Classical Art- Idealism, Ancient Greece and Rome UNIT # 3 Byzantine Art UNIT #4 Renaissance Art, Humanism, Art Guilds UNIT #5 Impressionism, Post Impressionism & Cubism UNIT #6 Non Objective, Abstract, and Representational Art UNIT # 7 Surrealism & Abstract Expressionism & Judy Pfaff UNIT #8 Pop Art, Popular Culture UNIT #9 Traditional Mediums in 2D UNIT #10 Traditional Mediums in 3D UNIT #11 Installation Art, Art 21 Artists UNIT #12 Kinetic Art Final Assignment – Art Project or Essay

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 total ….900 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

Paris Junior College Syllabus		Faculty	Lena Spencer
Year	2024-2025	Office	Art Building Annex III
Term	Summer II	Phone	903.782.0438
Section	205	email	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 Introduction, Prehistoric Art, Street Art UNIT #2 Classical Art- Idealism, Ancient Greece and Rome UNIT # 3 Byzantine Art UNIT #4 Renaissance Art, Humanism, Art Guilds UNIT #5 Impressionism, Post Impressionism & Cubism UNIT #6 Non Objective, Abstract, and Representational Art UNIT # 7 Surrealism & Abstract Expressionism & Judy Pfaff UNIT #8 Pop Art, Popular Culture UNIT #9 Traditional Mediums in 2D UNIT #10 Traditional Mediums in 3D UNIT #11 Installation Art, Art 21 Artists UNIT #12 Kinetic Art Final Assignment – Art Project or Essay

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 total ….900 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

ARTS1301.200
ART APPRECIATION
SUMMER I 2025

Instructor: Lena Spencer
Office: Art Bldg. Annex III
Phone: 903-782-0438
Email: lspencer@parisjc.edu
Office Hours: M-Th 1:00-3:00 Friday 12:30-1:30

Meeting Location: Art Bldg. Annex III
Meeting Days: ONLINE
Meeting Times: ONLINE

Course 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.

Required Textbook(s) and Materials:
Open resources are used, no textbook required. All materials will be available online in the form of links, power points and videos.

Course Goals and Objectives:
Foundational Component Area: Creative 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.

Required Core Objectives

Student Learning Outcomes (Core Curriculum-Level):

1. Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis evaluation and synthesis of information
2. Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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.

Student Learning Outcomes (Course Level)

1. Apply art terminology as it specifically relates to works of art.
2. Demonstrate knowledge of art elements and principles of design.

3. Differentiate between the processes and materials used in the production of various works of art.
4. Critically interpret and evaluate works of art.
5. Demonstrate an understanding of the impact of arts on culture.

Course Schedule:

INTRO DUE JUNE 5th'	INTRO ASSIGNMENT	Introduction DISCUSSION POST	10 pts
UNITS 1-6	UNIT 1 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, ABSTRACT & REPRESENTATIONAL ART	Prehistoric QUIZ Graffiti WRITING ASSIGNMENT Classical QUIZ Creating a Greek Vase ARTWORK ASSIGNMENT Byzantine QUIZ Renaissance QUIZ Impressionism, Post Impressionism and Cubism QUIZ Non-Objective Art, Abstract Art & Representational Unit 6 Art QUIZ Unit 6 -ART PROJECT 3 DRAWINGS	50 pts 40 pts 50 pts 50 pts 100 pts 50 pts 50 pts 50 pts 50 pts
UNITS 7-12	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 UNIT #12 KINETIC ART	Surreal, Abstract Expressionism & Judy Pfaff WRITING ASSIGNMENT Pop Art QUIZ 2D Mediums QUIZ 3D Mediums QUIZ Art 21 Artists WRITING ASSIGNMENT Kinetic Art QUIZ	50 pts 50 pts 50 pts 100 pts 100 pts 50 pts
FINAL DUE JULY 7TH	FINAL ASSIGNMENT CHOOSE	CREATE ARTWORK OR WRITE ESSAY Details in Blackboard	100 PTS

Course Requirements and Evaluation:
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 Assignments …….900 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
0-599 points will equal = 0-59 = F

Course Policies:
Insert faculty procedures for class management

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is JULY 2ND.

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Paris Junior College Syllabus

Year	2024-2025
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 Wordsheets, 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
Evaluation methods	40% EXAMS 40% Lab Project 20% Quizzes

Paris Junior College Syllabus

Year	2024-2025
Term	Summer II
Section	265

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 Wordsheets, 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
Evaluation methods	40% EXAMS 40% Lab Project 20% Quizzes

Paris Junior College Syllabus

Year	2025
Term	Summer II
Section	205

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

Course	BIOL 1322
Title	Nutrtion

Description

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

Textbooks

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. Smith: Connect for Wardlaw's Contemporary Nutrition w/Proctorio+ 12e

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=45 points Exam 2=45 points Exam 3=45 points Exam 4= 45 points Nutrition Calc Plus Project 7 day diet tracking=45 points 2-Introduction Video assignments are 7.5 Syllabus Quizz 10 points Why Study Nutrition video assignment 15 points Chapter quizzes and metric quiz 13 total quizzes are 15 points each Each day a quiz is late will deduct 15% off of your quiz grade.

Paris Junior College Syllabus

Year	2025
Term	Summer II
Section	205

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

Course	BIOL 1322
Title	Nutrtion

Description

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

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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=45 points Exam 2=45 points Exam 3=45 points Exam 4= 45 points Nutrition Calc Plus Project 7 day diet tracking=45 points 2-Introduction Video assignments are 7.5 Syllabus Quizz 10 points Why Study Nutrition video assignment 15 points Chapter quizzes and metric quiz 13 total quizzes are 15 points each Each day a quiz is late will deduct 15% off of your quiz grade.

Course # Biol 1322.200
Nutrition and Diet Therapy
Summer I 2025

Instructor: Jason Taylor
Office: MS210A
Phone: 903-782-0369
Email: jtaylor@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Office Hours: M-R 1:30pm-2:30pm, MW 8am-9am, 11am-12noon, TR 11am-12 noon , Friday 8am-11am. Please call or email before visit to set an appointment so I can be sure and be available also I could possibly meet with you at other times if needed.

COVID-19
Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. Per CDC guidelines:

- All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19. Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette.

Masks are no longer required on a PJC campus. However, if you have not been vaccinated, you should consider wearing a mask to protect your own health.

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 are addressed.

Credits: SCH = 3 Lecture
Prerequisite(s): none

Required Textbook(s) and Materials:
The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, **and you will not need to purchase the required course materials separately.** You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/

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1) Go to Opt-out portal
2) Create an account using your student email account
3) Select the course(s) you are choosing to Opt-Out of
4) You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):
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.

ACGM Learning Outcomes

Upon successful completion of this course, students will:
1. Apply nutritional knowledge to analyze personal dietary intakes, to plan nutritious meals using nationally established criteria to meet recommended goals, and to evaluate food labels and the validity of nutritional claims.
2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.

4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Schedule: class begins June 2 and ends July 7th,2025

Unit 1.

Chapter 1 – Nutrition Food Choices and Health

Chapter 2 – Designing a Healthy Eating Pattern

Chapter 3 – The Human Body: A Nutrition Perspective

Test 1

Unit II

Chapter 4 – Carbohydrates

Chapter 5 – Lipids

Chapter 6 – Proteins

Test 2

Unit III

Chapter 7 – Energy Balance and Weight Control Alcohol

Chapter 8 – Vitamins

Chapter 9 –Water and Minerals

Test 3

Unit IV

Chapter 10 – Nutrition: Fitness and Sports

Chapter 11 – Eating Disorders

Chapter 12 – Protecting Our Food Supply

Test 4 **–The final exam only tests over the last chapters covered in Unit IV**

July 3rd-July 7th, 2025. Exam 4 Final (only covers Chapters 10,11,12) **Final Must Be Completed NO LATER Than July 7th, 2025 at 11:59 pm. No Exceptions!!!!!!. The final also cannot be taken early!! The final can be taken at home and is not proctored.

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: Exam 1=45 points

Exam 2=45 points

Exam 3=45 points

Exam 4= 45 points

Nutrition Calc Plus Project 7 day diet tracking=45 points

2-Introduction Video assignments are 7.5

Syllabus Quizz 10 points

Why Study Nutrition video assignment 15 points

Chapter quizzes and metric quiz 13 total quizzes are 15 points each

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

Smart Book reading assignments 12 total assignments 45 points each

Extra Credit (not mandatory) Smart Book Chapter 13 45 points

*Note the above reading assignments can not be submitted late and will not award partial credit for late assignments.

The course has a total of 1000 points so it is easy to calculate your grade. For example if at the end of the course you have a total of 850 points you have managed to earn 85% of the total points available. This means you have an 85 in the class or a B letter grade.

** No makeup exams or retests are allowed**.**

. ***Note the Smart Book assignments and Exam 4 do not allow for late submission and will not award partial credit for work done past the due date they will automatically submit with a grade of zero past the due date.**

McGraw Hill Technical Help Line 1-800-331-5094

PJC Computer Help Desk 903-782-0496

Important Read Now!! ***Due to Federal Departement of Education regulations you must complete a short assignment before June 4,2025) here at the college to prove attendance in an internet based class. If you do not complete the syllabus quiz you will be dropped from the class and can't reenroll this semester!!!! Please complete this first!!***

Course Policies

All Students must have a PJC Dragon email account and check it daily along with adequate access to a computer connected to the internet. **Correspondence for the course will be sent to your Dragon email address.** Students must use appropriate language in all emails, class discussions, and postings. Paris Jr. College is not responsible for faulty intermittent internet connections belonging to students. Intermittent internet connections can sometimes cause issues on timed one attempt assignments. If you have one of these types of connections it would be advisable to use one of the school's computers which are at our campuses and available for student use. Students must also acquire their own textbooks. This course allows students who may be unable to attend class on a regular basis an opportunity to improve reading skills, get a better understanding of the science of nutrition, and earn college credit. Assignments, exams, and expectations will be similar to those found in a regular classroom setting. Students should complete assignments by their due dates.

Questions about the course: If you have a question about course content you must send me an email to jtaylor@parisjc.edu and I will reply to your email in a timely manner.

Email Response Time: If the email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

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

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is July 2, 2025.

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NOTE: The contents of this syllabus and course schedule are subject to change.

Course # Biol 1322.205
Nutrition and Diet Therapy
Summer II 2025

Instructor: Jason Taylor
Office: MS210A
Phone: 903-782-0369
Email: jtaylor@parisjc.edu

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Office Hours: M-R 1:30pm-2:30pm, MW 8am-9am, 11am-12noon, TR 11am-12 noon , Friday 8am-11am. Please call or email before visit to set an appointment so I can be sure and be available also I could possibly meet with you at other times if needed.

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Credits: SCH = 3 Lecture
Prerequisite(s): none

Required Textbook(s) and Materials:
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2. Trace the pathways and processes that occur in the body to handle nutrients and alcohol through consumption, digestion, absorption, transport, metabolism, storage and waste excretion.
3. Discuss functions, sources, deficiencies, and toxicities of macro- and micronutrients, including carbohydrates, lipids, proteins, water, vitamins, and minerals.

4. Apply the concept of energy balance and its influences at the physical, emotional, societal, and cellular level to evaluate advantages and disadvantages of various methods used to correct energy imbalances.
5. Utilize concepts of aerobic and anaerobic energy systems, and knowledge about macronutrients, vitamins, minerals, ergogenic, and supplements and relate them to fitness and health.
6. Describe health and disease issues related to nutrition throughout the life cycle, including food safety, corrective dietary modifications, and the influence of specific nutrients on diseases.

Course Schedule: class begins July 14th and ends August 13th,2025

Unit 1.

Chapter 1 – Nutrition Food Choices and Health

Chapter 2 – Designing a Healthy Eating Pattern

Chapter 3 – The Human Body: A Nutrition Perspective

Test 1

Unit II

Chapter 4 – Carbohydrates

Chapter 5 – Lipids

Chapter 6 – Proteins

Test 2

Unit III

Chapter 7 – Energy Balance and Weight Control Alcohol

Chapter 8 – Vitamins

Chapter 9 –Water and Minerals

Test 3

Unit IV

Chapter 10 – Nutrition: Fitness and Sports

Chapter 11 – Eating Disorders

Chapter 12 – Protecting Our Food Supply

Test 4 **–The final exam only tests over the last chapters covered in Unit IV**

August 9th-August 13th, 2025. Exam 4 "Final Exam" (only covers Chapters 10,11,12) **Final Must Be Completed NO LATER Than August 13th, 2025 at 11:59 pm. No Exceptions!!!!!!. The final also cannot be taken early!! The final can be taken at home and is not proctored.

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: Exam 1=45 points

Exam 2=45 points

Exam 3=45 points

Exam 4= 45 points

Nutrition Calc Plus Project 7 day diet tracking=45 points

2-Introduction Video assignments are 7.5

Syllabus Quizz 10 points

Why Study Nutrition video assignment 15 points

Chapter quizzes and metric quiz 13 total quizzes are 15 points each

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

Smart Book reading assignments 12 total assignments 45 points each

Extra Credit (not mandatory) Smart Book Chapter 13 45 points

*Note the above reading assignments can not be submitted late and will not award partial credit for late assignments.

The course has a total of 1000 points so it is easy to calculate your grade. For example if at the end of the course you have a total of 850 points you have managed to earn 85% of the total points available. This means you have an 85 in the class or a B letter grade.

** No makeup exams or retests are allowed**.**

. ***Note the Smart Book assignments and Exam 4 do not allow for late submission and will not award partial credit for work done past the due date they will automatically submit with a grade of zero past the due date.**

McGraw Hill Technical Help Line 1-800-331-5094

PJC Computer Help Desk 903-782-0496

Important Read Now!! ***Due to Federal Departement of Education regulations you must complete a short assignment before July 16th,2025) here at the college to prove attendance in an internet based class. If you do not complete the syllabus quiz you will be dropped from the class and can't reenroll this semester!!!! Please complete this first!!***

Course Policies

All Students must have a PJC Dragon email account and check it daily along with adequate access to a computer connected to the internet. **Correspondence for the course will be sent to your Dragon email address.** Students must use appropriate language in all emails, class discussions, and postings. Paris Jr. College is not responsible for faulty intermittent internet connections belonging to students. Intermittent internet connections can sometimes cause issues on timed one attempt assignments. If you have one of these types of connections it would be advisable to use one of the school's computers which are at our campuses and available for student use. Students must also acquire their own textbooks. This course allows students who may be unable to attend class on a regular basis an opportunity to improve reading skills, get a better understanding of the science of nutrition, and earn college credit. Assignments, exams, and expectations will be similar to those found in a regular classroom setting. Students should complete assignments by their due dates.

Questions about the course: If you have a question about course content you must send me an email to jtaylor@parisjc.edu and I will reply to your email in a timely manner.

Email Response Time: If the email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday with the exception of holidays and closures.

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

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is August 6, 2025.

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

NOTE: The contents of this syllabus and course schedule are subject to change.

Paris Junior College Syllabus

Year	2025
Term	Summer 1
Section	

Faculty	Gregory Potts
Office	MS 210E
Phone	(903) 782-0332
email	gpotts@parisjc.edu

Course	Biol 1408 200
Title	Biology for Non-Science Majors I

Description

Course 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 a survey of biological principles with an emphasis on humans,

Textbooks

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett

Student Learning Outcomes (SLO)

Course Goals and Objectives:

THECB Science Core Objectives:

Schedule

Course Schedule:

Unit 1: Chapter 2: Molecules of Cells

Chapter 3: Cell Structure

Chapter 4: Membrane & Structure

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-10-25!

Exam 1: Ch. 2, 3 & 4 available 6-11-25 until 6-13-25

Unit 2: Chapter 5: Cell Division

Chapter 6: Metabolism: Energy & Enzymes

Evaluation methods	Grading Criteria Students will be given the following opportunities to demonstrate knowledge of class material: Please note that online exams and quizzes will be proctored using Proctorio through Connect or Respondus through Blackboard. You will have to have a web cam and a microphone for this course. Students have had trouble using a Chromebook so use a different computer using Microsoft Edge or Firefox. You can make an appointment with the testing center and use a computer there or you can use one of our great computer labs. 28% Exams - Unit exams 7% Final Exam - Comprehensive 10% Quizzes

Biol 2401.440 (GC) and Biol 2401.540 (SSC)
Anatomy and Physiology I
Summer 2025

Instructor: Dr. Jeanmarie Stiles
Office: GC 208
Phone: 903-457-8717
Email: jstiles@parisjc.edu (best contact)
Meeting Location: GC 218 and SSC 108
Meeting Days: MTWR
Meeting Times: 10:20 am - 12:30 pm
Office Hours: Please email before visiting the Greenville Center to schedule an appointment.

Course 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 disorders can disrupt the proper functioning of the organ systems of the human body.

Anatomy & Physiology is a course at PJC for students entering fields in allied health sciences, psychology, physical therapy, physical education, biology, geology, ecology, anthropology, agriculture, and any student who needs a basic understanding of structure and function of the human body and who has an entry level background in biology or nursing. This course is specially designed to be completed in two semesters. The topics discussed in this course are organized so that they form a core that is suitable to satisfy the prerequisites for student advancement.

Credits: SCH = 4 (3 Lecture and 1 Lab) per week

Required Textbook(s) and Materials:
The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/

Your required e-textbook and course materials for Biol 2401, Welsh**: Connect for Hole's Anatomy and Physiology** with Proctorio+ 12th edition, will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date.**

1) Go to Opt-out portal
2) Create an account using your student email account
3) Select the course(s) you are choosing to Opt-Out of
4) You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

In addition to McGraw-Hill access, a physical textbook is highly recommended but not required. Other required course materials include a properly functioning computer with a stable internet connection, a webcam (internal or external), and microphone. If taking a traditional face to face course, bring a folder with loose leaf paper, pen, pencil, and dry erase marker to each class. Purchase one package of scantrons #882e at the beginning of the semester as well as two pencils with erasers to bring to every test and quiz.

Course Goals and Objectives:
THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)
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.

ACGM Lecture Learning Outcomes
Upon successful 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.
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.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

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, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Schedule

Due 1:00pm	Unit	Lesson	Lecture Assignments	Lab Assignments
6/4		Start Here folder	#1 Assignment: Syllabus Quiz MGH Connect Orientation Assignment APR Introduction Assignment Virtual Labs Introduction Assignment	
6/11	1	1	Homework (HW) Chapter (Ch) 1 Introduction	Safety Labs
6/11	1	2	HW Ch 2: Chemical Basis	Metric Labs & Quiz Chemistry Lab
6/11	1	3	HW Ch 3: Cells	Membrane Transport Labs Osmosis and Diffusion Labs
6/11	1		**Exam 1 (chapter 1, 2, 3)**	
6/18	2	4	HW Ch 4: Cellular Metabolism	Cell Metabolism Labs Enzyme Labs
6/18	2	5	HW Ch 5: Tissues	Microscopy Labs
6/18	2	6	HW Ch 6: Integumentary System	Integumentary APR Lab
6/18	2		**Exam 2 (chapter 4, 5, 6)**	
6/25	3	7	HW Ch 7: Skeletal System	**Practice Bones Exam: closes 6/23 at 1 pm** **Bones Lab Exam: opens 6/24 at 7am closes 6/27 at 1 pm**
6/25	3	8	HW Ch 8: Joints of the Skeletal System	
6/25	3	9	HW Ch 9: Muscular System	Muscle Labs due 6/25 **Practice Muscle Exam: closes 6/23 at 1 pm**

				Muscle Lab Exam: opens 6/24 at 7am closes 6/27 at 1 pm
6/25	3	9	**Exam 3 (chapter 7, 8, 9)**	
6/28			**Scientific Inquiry Group Project**	
7/2	4	10	HW Ch 10: Nervous System I – Basic Structure	Nervous System Labs and APR
7/2	4	11	HW Ch 11: Nervous System II – Divisions	
7/2	4	12	HW Ch 12: Nervous System III – Senses	Eye and Vision Labs
7/2	4		**Exam 4 (chapter 10, 11, 12)**	
7/7	5	13	**Comprehensive final exam due 1pm Monday, 7/7/2025**	

The syllabus and course schedule are subject to change.

Course Requirements and Evaluation:
Students will be given the following opportunities to demonstrate knowledge of class material:

Topic		Points
Scientific Inquiry Group Project		80
Lecture homework assignments	12 x 20 points =	240
Lecture exams	5 x 70 points =	350
Lecture Activities		30
Lab Activities		200
Lab Exams	2 x 50 points =	100
Total points		**1000**

Course Curve: 5 pts will be added to your total points earned if all course work has been sincerely attempted and submitted on time. This is how course points equate to your final letter grade:

Grading Scale
A - 900 points and higher
B - 800 points and higher
C - 700 points and higher
D - 600 points and higher
F – 599 points and below

Total Course Points = 1000, so if you earn 862/1000 pts that is an 86.2 or B avg. See the Gradebook tab within Blackboard for a list of all grades. Each assignment clearly indicates the point value and high scores are taken on MGH assignments with 2 attempts.

Orientation/Introductory Assignments are crucial to help you navigate the course. Other lecture activities such as discussion boards, worksheets, and video assignments may be found within the lesson folders of the Blackboard shell (not MGH).

Metric Quiz is 10 points, has 10 questions, and allows for 1 attempt. Review the metric system before attempting this quiz. You will be asked to complete various conversions. **This**

quiz is timed and proctored. Yes, you really do need a webcam to take this quiz and other lecture and lab exams are likewise proctored. If you do not have a webcam, one can be quickly and inexpensively ordered online and/or check out your local Walmart store. This is an unavoidable requirement for this course, so do not delay.

Chapter Homework Assignments involve 12 assignments at 20pts each = 240pts. You have 2 attempts at each assignment. You should complete both attempts because the highest score will be recorded in My Grades of Blackboard and used to calculate your final course grade. Before attempting an assignment, print the slideshow in outline form, read the chapter in your book and add notes to the slideshow. Then, try your best on your first attempt. Assignments are not timed and you can do a little work at a time and then return later. Homework assignments are designed to help you understand the subject matter and study for exams. You may see some of these homework questions again on your unit exams. You may take notes to help you study. The chapter assignments may be submitted late with a 5% per day penalty.

Lecture Exams are timed, proctored, and predominantly multiple choice and true/false, but may include short answer questions as well.
Exam 1- 1 attempt- 70pts
Exam 2- 1 attempt- 70pts
Exam 3- 1 attempt- 70pts
Exam 4- 1 attempt- 70pts
Comprehensive final exam – 1 attempt – 70 pts

Final Exam: The review for the final exam is uploaded in Blackboard, but if you have questions contact me. The final exam questions are directly related to the topics in the review and are not exact repeats from the homework as you may have seen in the past. If submitted by the posted due date and time, the final exam replaces a low or missed exam.

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered.

Scientific Inquiry Group Assignment is found on Blackboard (not MGH) and is worth 80pts. After ORD, you will be assigned to a group and the posted information pertaining to this project will be discussed. This lengthy group assignment will be carefully graded. See the rubric for details and consider sending periodic drafts via email to your instructor for guidance. Allow at least one week for review. Results from this assignment may be sent to a college accrediting board.

Virtual Labs include numerous online lab activities that total to a possible 200 pts. These are very user friendly, enjoy them, and be sure to watch the tutorial on them. They guide you, so the key is taking your time and following directions! Most are pretty short. If you run into technical problems, give MGH staff a call immediately and they will help you.

Bone and Muscle Lab Exams are timed, worth 50 pts each, and are based on the practice exams found in Connect. The more you study the practice exams, the better you will do on the timed exams. **Important:** The bones and muscles practice exams open at the beginning of the semester and close just before the actual exams open.

Extra Credit assignments provide dedicated students with the opportunity to earn a few extra points. These assignments will only be accepted and graded if all other assignments and the exam for a particular unit have been completed prior to the due date and time. **Extra credit cannot be submitted late and should be submitted prior to the unit exam due date and time. No exceptions.**

If all questions on an assignment are sincerely attempted, one point may be earned. If all questions are sincerely attempted and correct, two points may be earned. If the work is outstanding and you have gone above and beyond expectations, three points may be earned on an extra credit assignment.

Unit	Lesson	Lecture extra credit assignments	Lab extra credit assignments
1	1	Lecture Activity: Body Cavities, Terms, Regions	
1	2	Lecture Activity: Chemistry	Lab Activity: Metric Problems
1	3	Lecture Activity: Cells	
2	4	Lecture Activity: Enzymes Lecture Activity: Cellular Respiration	
2	5	Lecture Activity: Tissues	
3	7	Lecture Activity: Bones	
4	11	Lecture Activity: Nervous System	
5	13	Lecture Activity: Exam Review Q&A	

This is a challenging course, but you have an excellent chance of success if you complete all assignments on time and to the best of your ability. Passing this course is highly likely if you do not give up, allow sufficient time to complete the assignments, and prepare for exams. Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as an unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course.

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. Most of these MGH Connect assignments are linked for you in Blackboard under the Content tab. Your first task is to click on a MGH link, then you will be directed to MGH Connect where you must register for the MGH Connect course. A MGH folder is posted within the Start Here section of your course. If you have trouble getting access, give MGH staff a call immediately. Once you have registered in MGH Connect you will be able to complete the Connect orientation assignment and all other MGH assignments and exams. In addition, you must **complete the syllabus quiz prior to the college official reporting day**

(ORD), June 5th, to be counted as present in the course. If you have not completed this assignment before this date it is college policy for you to be dropped from the course.

When registering in MGH Connect, enter your PJC e-mail and select a password. Here is a link to set up your PJC email if you do not have yours activated yet:
http://www.parisjc.edu/pjc2/main/activate-dragonmail/
System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System
https://www.mheducation.com/highered/connect/support.html

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units plus the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (recall some similar questions in the homework may reappear on your unit exams), complete the labs for each unit, and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Course Policies:
Rules for ALL Written Assignments
1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Make-Up Work: Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit a MGH lecture assignment as scheduled, email your instructor with an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5% deduction per day, a student may be given permission to submit MGH homework assignments up to two weeks late. For a face to face course, if permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours, and within two weeks of the exam. Make up exams may include both multiple choice and essay questions. Online students may submit exams early, but not late. **Online lab activities and online lab exams may not be submitted late.**

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Communication: Outside of the classroom, email is the preferred method of communication. Always use your PJC email and include your full name and course number with all correspondences. Due to federal student privacy laws, grades cannot be discussed via

email. Select the My Grades tab within your course to review your grades. You can expect a reply to your email within 24 hours, Monday - Friday 8:00 am – 3:00 pm.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day to withdraw from a course with a grade of **"W" is July 2nd**. Failure to officially withdraw will result in your receiving a grade of F.

Class Conduct: Do not photograph or make a video or audio of the class lectures, labs or your instructor. Turn off or silence and put away all cell phones, pagers, IPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence: (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and

2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Biol 2401.130 Anatomy and Physiology I
Summer 1 2025

Instructor: Dr. Jack Brown
Office: MS 210F
Phone: 903-782-0319
Email: jbrown@parisjc.edu

Meeting Location: MS 207
Meeting Days: M-R
Meeting Times: 10:20 -12:30

Office Hours: See Attached

Course 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.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw-Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/

Your required e-textbook and course materials for Biol 2401, **Welsh Connect for Hole's Anatomy and Physiology with w/Proctorio+ 16e**, will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of June 5th**

1. Go to Opt-out portal
2. Create an account using your student email account
3. Select the course(s) you are choosing to Opt-Out of
4. You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

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.

ACGM Lecture Learning Outcomes

Upon successful 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.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
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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, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

Course Requirements and Evaluation:

4 Unit Exams & 1 Comprehensive Final	40% of course grade
Lab – Virtual MGH Connect	50% of course grade
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	100%

Power of the Final

The Final Exam can replace a missed or low Unit Exam score.

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2. 12pt Type and Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Respect your classmates' right to an education.
Give your full attention to the course and anyone speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor—no food /or beverages to class. Please turn off or silence all cell phones, *before* coming into the classroom. No physical violence or threats of physical violence will be tolerated.

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ADA Statement
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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas higher education institutions in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Course Schedules:

June 2 - Introduction to A&P

June 3 – Chemistry of Life

June 4 – Chemistry of Life/The Cell

June 5 – The Cell

June 9 – **Exam 1** – Cell Metabolism

June 10 – Cell Metabolism

June 11 – Tissues

June 12 – Integument

June 16 – **Exam 2 & Bones Study Day**

June 17- Skeletal

June 18- Joints – Muscular

June 19 – Muscular **(Bones Exam)**

June 23 – **Exam 3**

June 24 – Nervous

June 25 – Nervous

June 26 – Nervous **(Muscles Exam Proctored Online - June 26-30)**

June 30- Senses

July 1 – Senses

July 2 – **Exam 4**

July 3 – Final Exam Review

July 7 – **Comprehensive Final Exam**

Laboratory Schedule: Virtual Labs by MGH Connect

Lab Schedule: *Labs will follow the lecture schedule, and all due dates will be apparent in MGH Connect. We will cover this in class and hopefully mix in a few FTF labs or demonstrations.*

Paris Junior College Syllabus

Year	2025	Faculty	Dr. Jack Brown
Term	Summer 1	Office	MS 210F
Section	130	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

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw-Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A

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 2 - Introduction to A&P

June 3 – Chemistry of Life

June 4 – Chemistry of Life/The Cell

June 5 – The Cell

June 9 – Exam 1 – Cell Metabolism

June 10 – Cell Metabolism

June 11 – Tissues

June 12 – Integument

Evaluation methods	4 Unit Exams & 1 Comprehensive Final – 40% of course grade Lab – Virtual MGH Connect – 50% of course grade Bones & Muscles Exam (5% each) – 10% of course grade 100% Power of the Final The Final Exam can replace a missed or low Unit Exam score.

Biol 2401.130 Anatomy and Physiology I
Summer 1 2025

Instructor: Dr. Jack Brown
Office: MS 210F
Phone: 903-782-0319
Email: jbrown@parisjc.edu

Meeting Location: MS 207
Meeting Days: M-R
Meeting Times: 10:20 -12:30

Office Hours: See Attached

Course 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.

The lab provides a hands-on learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

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Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

Course Goals and Objectives:

THECB Science Core Objectives:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
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Upon successful completion of this course, students will:
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Biol 2401.200 (Internet)
Anatomy and Physiology I
Summer 1 2025

Instructor: Dr. Jack Brown
Office: MS 210F
Phone: 903-782-0319
E-mail: jbrown@parisjc.edu
Office Hours: E-Mail is the **best** contact

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Course 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.

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7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Entering Your Course: This course utilizes the MGH Connect platform to deliver the assignments. I have linked you to these MGH Connect assignments in Blackboard under the **Content/ Home Page tab**. Your first assignment is to click on the link, where you will be directed to Connect, where you must **register** for the MGH Connect course. Registering is described in detail under your **Start Here Tab** in Blackboard. Once registered in MGH Connect, you will take your MGH Connect Introduction as your **first assignment**. You **must** complete this assignment by **June 4th at 11:59PM** the college's official reporting Day (ORD) to be counted as present in the course. You will be dropped from the course if you have not signed in and have not begun work in MGH Connect by this date.

When registering in MGH Connect, you must enter an email and password. Please use your **PJC Dragon Email** only and use a password that you will remember. If you do not yet have yours activated, the link to set up your PJC Dragon Mail is below.
http://www.parisjc.edu/pjc2/main/activate-dragonmail/

Overview of Assignments and Grading

Most of your course grade (700pts) will come from Smartbook, homework, virtual labs, APR labs, and written work (file attachment)**. These are not proctored**, so you may use help in any form to complete these assignments. Many assignments will have more than one attempt, and I will take the **highest score** in the end, so take advantage of that!

Proctored Exam (4 Unit Exams and the Bones Exam) is 60pts each or 300pts of your total grade.

You also have 30pts of Bonus possible. **(Curve)**

If you add up the value of all assignments in MGH Connect, you will find that they total 1030 points, but I only divide your total by 1000 points in the end.

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. 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 and Proctored,** so study this well!

Muscles Practice Exam: This has unlimited attempts. 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 four** assignments, **introduction, and tutorial videos** are worth 5 points each. They have unlimited attempts and will help you learn how to use MGH Connect. I consider this a **curve**. Your total course points possible is 1030. I take your total points earned and divide that

by 1000 points only, and not 1030. So, if you earned 870 points on your main assignments and completed all the introduction/tutorial assignments, Proctorio practice exam, and metric quiz that could give you 900 points or an A in the course…. Be sure and complete them all; they help your overall grade in the course.

Proctorio Practice Exam: I will have a 5-10 question **Practice Exam with unlimited attempts,** and all its settings will apply to your proctored exams. You will want to take this practice exam a few times before you try taking Exam 1 to **ensure everything is working well** on your end. 5pts **(curve)**

Metric Quiz – **5pts** (1 attempt) (This also counts as a **curve**) Do your best.

SmartBook 2.0 – SB assignments are adaptive tutorials of the chapters. They take 2-4 hours to complete. You will get **full credit by completing** them. They are intended to be a thorough review of the chapter. Please **read and study the chapters before** you attempt them. They are adaptive; if you miss a good deal of a particular topic, it will give you more questions. This will also extend the time, so do your best. **12 of them at 15pts each = 180pts**

12 Chapter Homework Assignments 10pts each - 120pts. Total (Unlimited attempts): I will use the **highest score** when figuring grades at the end of the class. Do the homework after reading your chapter and completing the SB assignments. They are not timed; you can do a little work at a time and then return later. You will get **detailed feedback** after each question explaining anything you missed; take notes on this. Homework assignments are meant to help you study for each chapter. The questions in them are great for studying for exams! You **will see many** of these homework questions again on your Unit Exams. You cannot easily print your homework; taking notes is best! Some like taking screenshots or pics for study, which is OK. If you have a question, your homework has an **"ask"** function! This sends me a view of the question you are having trouble with and allows me to respond directly to you in MGH Connect. **Make use of this** if need be.

File Attachment (paper clip icon): You will see one file attachment assignment per Unit. The directions for each are clear once you open them. Often, these are simple video reviews to help study the Unit's material. Read the directions and submit your paper **for this assignment** in MGH Connect as a DOC. or PDF. Please do not send your work to my e-mail. I will view and grade these in MGH Connect. Using Microsoft Word is best! We cover 4 Units at a pace of 3 chapters/unit. **4 at 20pts each = 80pts**

Bones Exam - 60pts **Timed and Proctored with Proctorio** with **one attempt** (**very** similar to the Bones practice exam that has no point value and unlimited attempts, the more you work on the practice exam the better you should do)

Muscles Exam – 40pts **Timed**, **Not Proctored,** and **one attempt** (**very** similar to the Muscles practice exam that has no point value and unlimited attempts)

> **Note:** Watch your due dates for these exams and recall that their practice exams will close the day before each exam opens!

Virtual Labs – **25 at 10pts each (250pts)** – These are very user-friendly; enjoy them, and **watch your tutorial**. They simulate the lab very well and require some critical thought. They guide you, so the key is taking time and following directions!

APR Labs - **30pts: 3 at 10pts** each with 2 attempts; use that. I take the highest score in the end and not the average score! Explore your APR Cadaver Dissection Tool; all images in these labs come from there! It is an excellent study tool! Watch your APR Assignment Tutorial; it explains how these work.

Unit Exams:

(All Unit Exams 4 at 60 each (240pts) are **TIMED and Proctored using Proctorio**) – Each Exam will consist of **repeated questions** from your chapter homework (know them well). All Unit Exams are timed to 120 minutes. Once the time expires, your exam closes, and I will not reopen it. See the schedule near the end of the syllabus for these exams' open and close dates. **Plan your attack well**, and never begin an exam late at night on the last day it is due, if you can avoid it! Expect 70-90 questions similar to what you see in the chapter homework assignments.

Exam 1- Timed, and 1 attempt- **60pts**
Exam 2- Timed, and 1 attempt- **60pts**
Exam 3- Timed, and 1 attempt- **60pts**
Exam 4- Timed, and 1 attempt- **60pts**

Proctorio Exam Proctoring:

- **Webcam and audio required for all exams**
- **Photo ID (Driver's license, passport, college/university ID, or military ID)**
- **You must download the Proctorio App**
- **Make sure you allow your webcam to allow Proctorio access to it**

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. **All major Unit exams and the Bones lab exam,** will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome
https://proctorio.com/support#settingUp

Minimum System Requirements
https://proctorio.com/support#minReqs

https://proctorio.com/support#faq

Please review the settings and requirements for your exams below.

Proctorio will:

- Record video and audio from the test-taker's webcam during the exam. The system uses artificial intelligence monitoring to flag suspicious behaviors. The exam footage will be available to the professor after the exam.

- Control whether test takers can access other tabs or programs. Proctorio will block the use of other programs during the exam, other websites, and different monitors.

- Prevent content from entering or leaving the exam. Proctorio will disable the clipboard, disable the right click of your mouse, and disable printing. Proctorio will also record your computer screen during the exam.

Additional Considerations:

- Please focus on your exam and **avoid looking away** from the screen for extended periods.

- **NEVER** exit the exam once you begin. This will show multiple attempts on my end, and you could lose credit on the exam. Proctorio gives feedback to the instructor on your internet connection status during the exam. If you log out and say it was because of a bad connection, but the system showed no evidence of a slow or bad connection, this could be counted as cheating.

- Cell phone use is **strictly prohibited** during the exam!

- Notes/Books of any kind are **not allowed** on the exam.

- Treat all exams as you would an in-person exam that allows **no use of help** in any form during the exam.

- Any McGraw-Hill Connect assignment labeled "Proctored" utilizes the settings above and disallows the use of any extra help of any kind during the exam! Violating any of the requirements above will result in a zero on your exam. Suspicious activity caught by your webcam may also result in a zero if there is evidence of cheating, such as using notes, books, cell phones, etc., during an exam. Therefore, focusing on your exam and putting away all notes, books, and cell phones before beginning the exam is essential.

- Make Ensure you fully view the webcam during the exam.

All assignments must be done by the due dates set, so please stay on top of assignments and **avoid procrastination**. I will only reopen assignments if the Connect system has issues or in unavoidable and verifiable cases that I approve of individually, such as an unexpected hospitalization. If you cannot make the due dates, you should drop the class before the final withdrawal date of **July 2nd**. If Connect is working on my end, then the web page is good, so make sure you have an updated computer and a reliable connection to the internet for this course!

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

https://www.mheducation.com/highered/connect/support.html

Tips/Time: This course is online and will require a time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace, but please do not let due dates approach and assume you can finish the work in a day or 2. Your course is divided into four central units, covering three chapters each. You can see when all assignments open and close in MGH Connect, but this syllabus also covers this. In each unit, you will have 3 chapters, read and study each (take notes and pay attention to bold terms), complete the SB and homework assignment with each chapter ***(recall that many of the questions in the homework will reappear on your unit exams)***, complete the virtual labs, APR labs, file attachment assignments, and the proctored unit exam. Plan out a good schedule for when you want to complete each task before the due dates.

You can find the WD from a course option in your MyPJC Account. The last day to drop the course with a grade of W is **July 2, 2025**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Extension Policy: I offer extensions on proctored exams on a case-by-case basis and only if you have a **verifiable and unavoidable** reason, like a hospitalization or something of that nature. I will reopen all your other assignments in (Units 1-3) for everyone from **July 1-3,** except for Unit 4 assignments, since they are already open.

You may complete any missed assignments from Units 1-3 during this time. If you missed anything, plan your time well for this reopening opportunity. Take full advantage of it, and recall that I only use the highest score on assignments with more than one attempt, so max them out.

Class Attendance:

Class attendance is critical for the successful completion of this course. **The student must initiate withdrawals**, which can be done online in your MyPJC account.

Do your best not to miss anything. The assignment start and due dates are **crystal clear** in your syllabus and MGH Connect.

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Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic needs assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help and emphasize that help and resources are available on campus and in the community. It also supports Texas higher education institutions in partially meeting the legal requirements of 88(R) SB 532, passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Course Schedules:

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

Open from 6/2/25 at 6:00am --- 6/10/25 at 11:59pm
Proctored Unit 1 Exam opens June 7- 10

Unit 1 Tips: 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. Please watch the "How to Read Your Text" video posted in Blackboard.

After reading, complete the SB assignment for each assigned chapter. There is also a homework assignment for each chapter. I suggest completing them after the SB. Recall that homework has unlimited attempts and that repetition is a key to learning, so take advantage of the extra attempts. Pay special attention to the **questions in each homework** assignment; **many will repeat** on your Unit Exams.

The Unit Exams are timed and proctored (Proctorio), and you have one attempt. You cannot use help in any form on these exams.

Take your time on the virtual labs and APR Labs, follow the instructions well, and you should have no problems with them.

Don't forget about the File Attachment Assignment in each Unit. They take some time to complete.

Plan some time to work on the Bones and Muscles Practice Exams as the semester goes. The more you practice, the easier the exams will be.

Unit 2: Cover Ch 4-6 (Metabolism - Integument)

Open from 6/11/25 at 6:00am --- 6/19/25 at 11:59pm
Proctored Unit 2 Exam opens June 16-19

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

Unit 3: Covers Ch 7--9 (Skeletal-Muscular)

Open 6/20/25 at 6:00am --- 6/28/25 at 11:59pm
Proctored Unit 3 Exam opens June 25-28

Proctored Bones Exam *is in this Unit…see below*

Unit 3 Tips: *Follow the same tips as you did for Unit 1 &2!*

Unit 4: Covers Ch 10-12 (Nervous System - Senses)

Open 6/29/25 at 6:00am --- 7/7/25 at 11:59pm
Unit 4 Exam opens July 3-7

TIMED (not proctored) so you can use help ***Muscles Exam*** *is in this Unit…see below*

Unit 4 Tips: Follow the same tips as you did for Unit 1-3!

Bones Exam TIMED – open ***6/23/25—6/26/25*** and **Muscles Exam TIMED** available ***7/2/25 – 7/7/25***. Both are based on the *practice exams* you see assigned near the top of your assignment list in Connect. The practice exams open on day one (***6/2/25)*** and close the day before the actual exam opens (so the bones practice exam will close on 6/22/25 and muscles on 7/1/25. The more you do the practice exam, the better you will do on the timed exams.

Planning and investing your time *is key to doing well in this course. If you were taking this course in person, you would be in class from 8 to 1 Monday through Thursday. The online class will consume a similar amount of time to do well. Keep in mind that in mind and invest your time well.*

Biol 2401.200 (Internet)
Anatomy and Physiology I
Summer 1 2025

Instructor: Dr. Jack Brown
Office: MS 210F
Phone: 903-782-0319
E-mail: jbrown@parisjc.edu
Office Hours: E-Mail is the **best** contact

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Course 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.

The lab provides a learning experience for the exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.
Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:
The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please get in touch with the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/

Your required e-textbook and course materials for Biol 2401, **Welsh Connect for Hole's Anatomy and Physiology with Proctorio+ 16e**, will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, in that case, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of June 5th (Note this means by June 4th at 11:59 PM)**

1. Go to Opt-out portal
2. Create an account using your student email account
3. Select the course(s) you are choosing to Opt-Out of
4. You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

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.

ACGM Lecture Learning Outcomes

Upon successful 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.
3. Describe the interdependency and interactions of the systems.
4. Explain the 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.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:
1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, genera labware, 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, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Requirements and Evaluation:

Entering Your Course: This course utilizes the MGH Connect platform to deliver the assignments. I have linked you to these MGH Connect assignments in Blackboard under the **Content/ Home Page tab**. Your first assignment is to click on the link, where you will be directed to Connect, where you must **register** for the MGH Connect course. Registering is described in detail under your **Start Here Tab** in Blackboard. Once registered in MGH Connect, you will take your MGH Connect Introduction as your **first assignment**. You **must** complete this assignment by **June 4th at 11:59PM** the college's official reporting Day (ORD) to be counted as present in the course. You will be dropped from the course if you have not signed in and have not begun work in MGH Connect by this date.

When registering in MGH Connect, you must enter an email and password. Please use your **PJC Dragon Email** only and use a password that you will remember. If you do not yet have yours activated, the link to set up your PJC Dragon Mail is below.
http://www.parisjc.edu/pjc2/main/activate-dragonmail/

Overview of Assignments and Grading

Most of your course grade (700pts) will come from Smartbook, homework, virtual labs, APR labs, and written work (file attachment)**. These are not proctored**, so you may use help in any form to complete these assignments. Many assignments will have more than one attempt, and I will take the **highest score** in the end, so take advantage of that!

Proctored Exam (4 Unit Exams and the Bones Exam) is 60pts each or 300pts of your total grade.

You also have 30pts of Bonus possible. **(Curve)**

If you add up the value of all assignments in MGH Connect, you will find that they total 1030 points, but I only divide your total by 1000 points in the end.

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. 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 and Proctored,** so study this well!

Muscles Practice Exam: This has unlimited attempts. 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 four** assignments, **introduction, and tutorial videos** are worth 5 points each. They have unlimited attempts and will help you learn how to use MGH Connect. I consider this a **curve**. Your total course points possible is 1030. I take your total points earned and divide that

by 1000 points only, and not 1030. So, if you earned 870 points on your main assignments and completed all the introduction/tutorial assignments, Proctorio practice exam, and metric quiz that could give you 900 points or an A in the course…. Be sure and complete them all; they help your overall grade in the course.

Proctorio Practice Exam: I will have a 5-10 question **Practice Exam with unlimited attempts,** and all its settings will apply to your proctored exams. You will want to take this practice exam a few times before you try taking Exam 1 to **ensure everything is working well** on your end. 5pts **(curve)**

Metric Quiz – **5pts** (1 attempt) (This also counts as a **curve**) Do your best.

SmartBook 2.0 – SB assignments are adaptive tutorials of the chapters. They take 2-4 hours to complete. You will get **full credit by completing** them. They are intended to be a thorough review of the chapter. Please **read and study the chapters before** you attempt them. They are adaptive; if you miss a good deal of a particular topic, it will give you more questions. This will also extend the time, so do your best. **12 of them at 15pts each = 180pts**

12 Chapter Homework Assignments 10pts each - 120pts. Total (Unlimited attempts): I will use the **highest score** when figuring grades at the end of the class. Do the homework after reading your chapter and completing the SB assignments. They are not timed; you can do a little work at a time and then return later. You will get **detailed feedback** after each question explaining anything you missed; take notes on this. Homework assignments are meant to help you study for each chapter. The questions in them are great for studying for exams! You **will see many** of these homework questions again on your Unit Exams. You cannot easily print your homework; taking notes is best! Some like taking screenshots or pics for study, which is OK. If you have a question, your homework has an **"ask"** function! This sends me a view of the question you are having trouble with and allows me to respond directly to you in MGH Connect. **Make use of this** if need be.

File Attachment (paper clip icon): You will see one file attachment assignment per Unit. The directions for each are clear once you open them. Often, these are simple video reviews to help study the Unit's material. Read the directions and submit your paper **for this assignment** in MGH Connect as a DOC. or PDF. Please do not send your work to my e-mail. I will view and grade these in MGH Connect. Using Microsoft Word is best! We cover 4 Units at a pace of 3 chapters/unit. **4 at 20pts each = 80pts**

Bones Exam - 60pts **Timed and Proctored with Proctorio** with **one attempt** (**very** similar to the Bones practice exam that has no point value and unlimited attempts, the more you work on the practice exam the better you should do)

Muscles Exam – 40pts **Timed**, **Not Proctored,** and **one attempt** (**very** similar to the Muscles practice exam that has no point value and unlimited attempts)

> **Note:** Watch your due dates for these exams and recall that their practice exams will close the day before each exam opens!

Virtual Labs – **25 at 10pts each (250pts)** – These are very user-friendly; enjoy them, and **watch your tutorial**. They simulate the lab very well and require some critical thought. They guide you, so the key is taking time and following directions!

APR Labs - **30pts: 3 at 10pts** each with 2 attempts; use that. I take the highest score in the end and not the average score! Explore your APR Cadaver Dissection Tool; all images in these labs come from there! It is an excellent study tool! Watch your APR Assignment Tutorial; it explains how these work.

Unit Exams:

(All Unit Exams 4 at 60 each (240pts) are **TIMED and Proctored using Proctorio**) – Each Exam will consist of **repeated questions** from your chapter homework (know them well). All Unit Exams are timed to 120 minutes. Once the time expires, your exam closes, and I will not reopen it. See the schedule near the end of the syllabus for these exams' open and close dates. **Plan your attack well**, and never begin an exam late at night on the last day it is due, if you can avoid it! Expect 70-90 questions similar to what you see in the chapter homework assignments.

Exam 1- Timed, and 1 attempt- **60pts**
Exam 2- Timed, and 1 attempt- **60pts**
Exam 3- Timed, and 1 attempt- **60pts**
Exam 4- Timed, and 1 attempt- **60pts**

Proctorio Exam Proctoring:

- **Webcam and audio required for all exams**
- **Photo ID (Driver's license, passport, college/university ID, or military ID)**
- **You must download the Proctorio App**
- **Make sure you allow your webcam to allow Proctorio access to it**

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. **All major Unit exams and the Bones lab exam,** will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome
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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
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Proctored Unit 1 Exam opens June 7- 10

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The Unit Exams are timed and proctored (Proctorio), and you have one attempt. You cannot use help in any form on these exams.

Take your time on the virtual labs and APR Labs, follow the instructions well, and you should have no problems with them.

Don't forget about the File Attachment Assignment in each Unit. They take some time to complete.

Plan some time to work on the Bones and Muscles Practice Exams as the semester goes. The more you practice, the easier the exams will be.

Unit 2: Cover Ch 4-6 (Metabolism - Integument)

Open from 6/11/25 at 6:00am --- 6/19/25 at 11:59pm
Proctored Unit 2 Exam opens June 16-19

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

Unit 3: Covers Ch 7--9 (Skeletal-Muscular)

Open 6/20/25 at 6:00am --- 6/28/25 at 11:59pm
Proctored Unit 3 Exam opens June 25-28

Proctored Bones Exam *is in this Unit…see below*

Unit 3 Tips: *Follow the same tips as you did for Unit 1 &2!*

Unit 4: Covers Ch 10-12 (Nervous System - Senses)

Open 6/29/25 at 6:00am --- 7/7/25 at 11:59pm
Unit 4 Exam opens July 3-7

TIMED (not proctored) so you can use help ***Muscles Exam*** *is in this Unit…see below*

Unit 4 Tips: Follow the same tips as you did for Unit 1-3!

Bones Exam TIMED – open ***6/23/25—6/26/25*** and **Muscles Exam TIMED** available ***7/2/25 – 7/7/25***. Both are based on the *practice exams* you see assigned near the top of your assignment list in Connect. The practice exams open on day one (***6/2/25)*** and close the day before the actual exam opens (so the bones practice exam will close on 6/22/25 and muscles on 7/1/25. The more you do the practice exam, the better you will do on the timed exams.

Planning and investing your time *is key to doing well in this course. If you were taking this course in person, you would be in class from 8 to 1 Monday through Thursday. The online class will consume a similar amount of time to do well. Keep in mind that in mind and invest your time well.*

Paris Junior College Syllabus

Year	2025
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

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw-Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A

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:

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

Open from 6/2/25 at 6:00am --- 6/10/25 at 11:59pm
Proctored Unit 1 Exam opens June 7- 10

Unit 1 Tips: 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. Please watch the "How to Read Your Text" video posted in Blackboard.

After reading, complete the SB assignment for each assigned chapter. There is also a homework assignment for each chapter. I suggest completing them after the SB. Recall that homework has unlimited attempts and that repetition is a key to learning, so take advantage of the extra attempts. Pay special attention to the questions in each homework assignment; many will repeat on your Unit Exams.

Evaluation methods	Overview of Assignments and Grading Most of your course grade (700pts) will come from Smartbook, homework, virtual labs, APR labs, and written work (file attachment). These are not proctored, so you may use help in any form to complete these assignments. Many assignments will have more than one attempt, and I will take the highest score in the end, so take advantage of that! Proctored Exam (4 Unit Exams and the Bones Exam) is 60pts each or 300pts of your total grade. You also have 30pts of Bonus possible. (Curve) If you add up the value of all assignments in MGH Connect, you will find that they total 1030

Paris Junior College Syllabus

Year	2025
Term	Summer
Section	200

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

Course	Biol-2402
Title	Anatomy and Physiology II

Description

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

Textbooks

Hole's Human Anatomy and Physiology, 16th edition by Shier. A physical textbook is highly recommended but not required. McGraw-Hill Connect access code, is necessary to complete homework and includes an ebook. If you previously purchased access for Biol-2401, you probably still have access to the materials you need for this course, but check with McGraw-Hill for details.

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

Unit1: Covers Ch 13-15 (Endocrine, Cardiovascular and Blood) 9/19
□
□
Unit 1 Tips: For each assigned chapter, there is a homework assignment (explained above). I suggest reading each chapter first, taking notes on bold terms and paying careful attention to tables and charts that condense critical concepts in each chapter. Pay special attention to the questions in each homework assignment, many will repeat on your proctored Unit Exams. The Unit Exams are also timed (explained above.) Take your time on the virtual labs and follow the instructions well.

Unit 2: Cover Ch 16,17,19 (Immune, Digestive and Respiratory)
Closes 10/15
□
Unit 2 Tips: Follow the same tips as you did for Unit 1!

Unit 3: Covers Ch 18,20,21 (Nutrition, Urinary and Electrolytes)
Closes 11/7

Evaluation methods

Topic	Points
Scientific Inquiry Group Project	80
Lecture homework assignments	12 x 20 points = 240
Lecture exams	5 x 70 points = 350
Lecture Activities	30
Lab Activities	200
Lab Exam	100
Total points	1000

Biol 2402.200
Anatomy and Physiology II - online
Summer 2025

Instructor: Dr. Jeanmarie Stiles
Office: Greenville Center, room 208
Phone: 903-457-8717
Email: jstiles@parisjc.edu (best contact)
Meeting Location: online
Meeting Days: online
Meeting Times: online
Office Hours: Please email before visiting the Greenville Center to schedule an appointment.

Course Description:
This course will consist of a study of structures and functions of human organ systems and how these organ systems interact to create a functional organism. We will also discuss how various diseases and disorder can disrupt the proper functioning of the organ systems of the human body.

Anatomy & Physiology is a course at PJC for students entering fields in allied health sciences, psychology, physical therapy, physical education, biology, geology, ecology, anthropology, agriculture, and any student who needs a basic understanding of structure and function of the human body and who has an entry level background in biology or nursing. This course is specially designed to be completed in two semesters. The topics discussed in this course are organized so that they form a core that is suitable to satisfy the prerequisites for student advancement.

Credits: SCH = 4 (3 lecture and 1 laboratory)

Required Textbook and Materials
The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/

Your required e-textbook and course materials for Biol 2401, Welsh**: Connect for Hole's Anatomy and Physiology** with Proctorio+ 12th edition, will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date.**

1) Go to Opt-out portal
2) Create an account using your student email account
3) Select the course(s) you are choosing to Opt-Out of
4) You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

In addition to McGraw-Hill access, a physical textbook is highly recommended but not required. Other required course materials include a properly functioning computer with a stable internet connection, a webcam (internal or external), and microphone. If taking a traditional face to face course, bring a folder with loose leaf paper, pen, pencil, and dry erase marker to each class. Purchase one package of scantrons #882e at the beginning of the semester as well as two pencils with erasers to bring to every test and quiz.

Course Goals and Objectives:
THECB Science 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 in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)

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.

ACGM Lecture Learning Outcomes

Upon successful 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.

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.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:

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, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Schedule

Due 1:00pm	Unit	Lesson	Lecture Assignments	Lab Assignments
6/4		Start Here folder	#1 Assignment: Syllabus Quiz MGH Connect Orientation Assignment MGH APR Introductory Assignment MGH Virtual Lab Tutorial Assignment Metric System Quiz	
6/11	1	1	Homework (HW) Chapter (Ch)13: Endocrine System	Safety Lab Endocrine System Labs
6/11	1	2	HW Ch 14: Blood	Blood Labs
6/11	1	3	HW Ch 15: Cardiovascular System	Cardiovascular System Labs
6/11	1		Exam 1 (chapter 13, 14, 15)	
6/18	2	4	HW Ch 16: Lymphatic and Immune System	Immune System Labs
6/18	2	5	HW Ch 17: Digestive System	Digestive System Labs
6/18	2	6	HW Ch 19: Respiratory System	Respiratory System Labs
6/18			Exam 2 (chapter 16, 17, 19)	

6/25	3	7	HW Ch 18: Nutrition	Nutrition Labs
6/25	3	8	HW Ch 20: Urinary System	Urinary System Labs
6/25	3	9	HW Ch 21: Water, Electrolytes, Acid/Base	Water, Electrolytes, and pH Labs
6/25			Exam 3 (chapter 18, 20, 21)	
6/28		Group Project folder	Scientific Inquiry Group Project	
7/2	4	10	HW Ch 22: Reproductive System	Vertebrate Dissection Labs
7/2	4	11	HW Ch 23 Pregnancy	Practice Cadaver Lab Practical closes 1:00 pm on 6/23/2025 Cadaver Lab Practical opens 7am 6/24/2025 and is due 1:00 pm 6/27/2025
7/2	4	12	HW Ch 24 Genetics and Genomics	Genetics Labs
7/2			Exam 4 (chapters 22, 23, 24)	
7/7	5	13	Comprehensive Final Exam: due by 1 pm Monday, 7/7/2025	

The syllabus and course schedule are subject to change.

Course Requirements and Evaluation:

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

Topic		**Points**
Scientific Inquiry Group Project		80
Lecture homework assignments	12 x 20 points =	240
Lecture exams	5 x 70 points =	350
Lecture Activities		30
Lab Activities		200
Lab Exam		100
Total points		**1000**

Course Curve: 5 pts will be added to your total points earned if all work has been sincerely attempted and submitted by the posted deadline. This is how course points equate to your final letter grade:

Grading Scale

A - 900 points and higher
B - 800 points and higher
C - 700 points and higher
D - 600 points and higher
F – 599 points and below

Total Course Points = 1000, so if you earn 862/1000 pts that is an 86.2 or B avg. See the Gradebook tab within Blackboard for a list of all grades. Each assignment clearly indicates the point value and high scores are taken on MGH assignments with 2 attempts.

Orientation/Introductory Assignments are crucial to help you navigate the course. Other lecture activities such as discussion boards, worksheets, and video assignments may be found within the lecture folders of the Blackboard shell (not MGH).

Metric Quiz is 10 points, has 10 questions, and allows for 1 attempt. Review the metric system before attempting this quiz. You will be asked to complete various conversions. **This quiz is timed and proctored. Yes, you really do need a webcam to take this quiz and other lecture and lab exams are likewise proctored. If you do not have a webcam, one can be quickly and inexpensively ordered online and/or check out your local Walmart store. This is an unavoidable requirement for this course, so do not delay.**

Chapter Homework Assignments involve 12 assignments at 20pts each = 240pts. You have 2 attempts at each assignment. You should complete both attempts because the highest score will be recorded in My Grades of Blackboard and used to calculate your final course grade. Before attempting an assignment, print the slideshow in outline form, read the chapter in your book and add notes to the slideshow. Then, try your best on your first attempt. Assignments are not timed and you can do a little work at a time and then return later. Homework assignments are designed to help you understand the subject matter and study for exams. You may see some of these homework questions again on your unit exams. You may take notes to help you study. The chapter assignments may be submitted late with a 5% per day penalty.

Lecture Exams are timed, proctored, and predominantly multiple choice and true/false, but may include short answer questions as well.
Exam 1- 1 attempt- 70pts
Exam 2- 1 attempt- 70pts
Exam 3- 1 attempt- 70pts
Exam 4- 1 attempt- 70pts
Comprehensive final exam – 1 attempt – 70 pts

Final Exam: The review for the final exam is uploaded in Blackboard, but if you have questions contact me. The final exam does go in order with your review and the questions are directly related to the topics in the review. The questions on the final exam are not exact repeats from the homework as you may have seen in the past. If submitted by the posted due date and time, the final exam replaces a low or missed exam.

Once you begin a timed assignment or exam you cannot stop the time, so be ready and make sure your internet connection is solid. Do not think you can close out and come back later. Before beginning the exam, you should study and be familiar with the concepts presented. The test stops when the time ends, regardless of whether all questions have been answered.

Scientific Inquiry Group Assignment is found on Blackboard (not MGH) and is worth 80pts. You will be assigned to a group. Information pertaining to this project is posted to your course

and will be explained after ORD. This is a lengthy assignment that involves working with a team and is carefully graded. Review the rubric for details and consider sending a draft to your instructor for review to obtain maximum points. Allow at least one week for review.

Virtual Labs include numerous online lab activities that total to a possible 200 pts. These are very user friendly, enjoy them, and be sure to watch the tutorial on them. They guide you, so the key is taking your time and following directions! Most are pretty short. If you run into technical problems, give MGH staff a call immediately and they will help you.

Cadaver Exam is timed, worth 100 pts, and is based on the practice exam found in Connect. The more you do the practice exam the better you will do on the timed cadaver exam.

Extra Credit assignments provide dedicated students with the opportunity to earn a few extra points. These assignments may only be submitted if all other assignments and the exam for a particular unit have been completed prior to the due date and time. **Extra credit cannot be submitted late.** They should be submitted prior to the unit exam due date and time.

If all questions on an assignment are sincerely attempted, one point may be earned. If all questions are sincerely attempted and correct, two points may be earned. If the work is outstanding and you have gone above and beyond expectations, three points may be earned on an extra credit assignment.

Unit	Lesson	Extra Credit Lecture Assignments
	Start Here folder	Metric System
1	1	Endocrine System
1	3	Heart
2	4	Lymphatic System
3	8	Urinary System
3	9	Unit 3
4	10	Meiosis
5	13	Final Exam Question and Answer

This is a challenging course, but you have an excellent chance of success if you complete all assignments on time, try your best, and do not give up. Assignments will only be reopened if the Connect system has issues or in extreme and verifiable cases approved on an individual basis, such as an unexpected hospitalization. Basically, if Connect is working, then the web page is good so make sure you have an updated computer and reliable connection to the internet for this course.

Entering Your Course: This course utilizes the McGraw-Hill (MGH) Connect platform to deliver many assignments. These MGH Connect assignments are linked for you in Blackboard under the Content tab. Your first task is to click on a MGH link, then you will be directed to MGH

Connect where you must register for the MGH Connect course. A MGH folder is posted within the Start Here section of your course. If you have trouble getting access, give MGH staff a call immediately. Once you have registered in MGH Connect you will be able to complete the Connect orientation assignment and all other MGH assignments and exams. In addition, you must **complete the syllabus quiz prior to the college official reporting Day (ORD), June 5th, to be counted as present in the course. If you have not completed this assignment before this date it is college policy for you to be dropped from the course.**

When registering in MGH Connect, enter your PJC e-mail and select a password. Here is a link to set up your PJC email if you do not have yours activated yet:
http://www.parisjc.edu/pjc2/main/activate-dragonmail/

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System
https://www.mheducation.com/highered/connect/support.html

Tips/Time: This course will require a significant time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace but do not let due dates approach and assume you can get the work done in a day or two. Your course is set up into 4 units plus the final exam. In a standard unit, you will have 3 chapters to cover, so read and study each (take notes and pay attention to bold terms), complete the homework assignment with each chapter (recall some similar questions in the homework may reappear on your unit exams), complete the labs for each unit, and the unit exam covering the 3 chapters. Plan a good schedule for when you want to complete each well before the due date.

Course Policies:
Rules for ALL Written Assignments
1. 12 pt type
2. Times New Roman Font
3. Double space
4. Full citation both in the paper and a reference page (APA)
5. 1 in margins

Make-Up Work: Stay well ahead of due dates so when the unexpected occurs, you will be able to submit assessments by the due date. However, if an unanticipated emergency arises and you are unable to submit a MGH lecture assignment as scheduled, email your instructor with documentation and an explanation within 48 hours of the posted due date. At the instructor's discretion and with a 5 percent deduction per day, a student may be given permission to submit MGH homework assignments up to two weeks late. Students are expected to take exams as scheduled. For a face to face course, if permitted, it is the student's responsibility to schedule a makeup exam with the instructor during the instructor's office hours, and within two weeks of the exam. Make up exams may include both multiple choice and essay questions. Online students may submit exams early, but not late. **Online lab activities may not be submitted late.**

Most online assignments are open for you to complete, so work ahead, especially if you anticipate a scheduling conflict. Late work will not be accepted the last week of the semester. Under no circumstances may the final exam be taken late. All lab assignments and most lecture assignments must be completed by using the links provided in Blackboard to enter McGraw Hill's Connect.

Course Communication: Outside of the classroom, email is the preferred method of communication. Always use your PJC email and include your full name and course number with all correspondences. Due to federal student privacy laws, grades cannot be discussed via email. Select the My Grades tab within your course to review your grades. You can expect a reply to your email within 24 hours, Monday - Friday 8:00 am – 3:00 pm.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day to withdraw from a course with a grade of **"W" is July 2nd**. Failure to officially withdraw will result in your receiving a grade of F.

Class Conduct:
Do not photograph or make a video of the class lectures/labs or your instructor. Turn off or silence and put away all cell phones, pagers, ipods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence: (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

Paris Junior College Syllabus

Year	2024-2025	Faculty	Dr. Beverly Kopachena
Term	Summer 1 2025	Office	Online
Section	.200	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 Module 2: Chapters 11, 12, 13, & 14 □ Homework & Labs Set 2 Module 3: Chapters 15, 16, 17, & 18 □ Homework & Labs Set 3 Module 4: Chapters 19, 20, 21, & 22 □ Homework & Labs Set 4 □ Lab Practical Test □ Comprehensive Final Exam
Evaluation methods	Connect Homework 20% Quizzes 20% Midterm 20% Comprehensive Final Exam 20% Lab grade (lab exercise avg. 50%, practical test 50%) 20%

BIOL 2420.200
Microbiology for Non-Science Majors (Lecture + Lab)
Summer I 2025

Instructor: Dr. Beverly Kopachena
Office: SS #112
Phone: 903-885-1232 (**not on campus** - please use **EMAIL** or **Blackboard Messages** for all communication)
Email: bkopachena@parisjc.edu
Office Hours: Online**;** messages will be answered within 24 hours, 7 days a week
Meeting Location, Days, & Times: Online; check Blackboard daily

Course 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 Lab activities cover basics of culture and identification of bacteria and microbial ecology. Prerequisites: eight hours of biology or chemistry or consent of instructor. 4 SCH

Required Textbook(s) and Materials:

The required course materials for this class are delivered digitally through your Blackboard course as part of the **PJC Inclusive Access Program**. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and **you will not need to purchase the course materials separately**. You are responsible for paying the charge applied to your student account. Please contact the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/

Your required e-textbook and course materials for this class are: **Cowan's Microbiology Fundamentals: A Clinical Approach, 4th ed**. (**Online access code**: comes with online labs, homework, lab tests, and eBook): ISBN: 9781260786040

If you do not want to participate in the PJC Inclusive Access Program and would prefer to purchase your required course materials elsewhere, you are required to opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the College ORD date.**

1. Go to Opt-out portal
2. Create an account using your student email account
3. Select the course(s) you are choosing to Opt-Out of
4. You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a **significantly higher cost**.

In order to register for your online course materials, click on the **Syllabus Quiz**. You will be taken to your Connect site to register.

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level):

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.

ACGM Course Learning Outcomes (Spring 2021):

Lecture: Upon successful completion of this course, students will:
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: Upon successful completion of this course, students will:
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.
8. Demonstrate basic identification protocols based on microscopic morphology of some common fungi and parasites.

Course Schedule (*see last page*)

Course Requirements and Evaluation:

Connect Homework	20%
Lecture Quizzes 1 - 4	20%
Midterm Exam (proctored online with Respondus Monitor)	20%
Final Exam (proctored online with Respondus Monitor)	20%
Lab grade (lab exercise avg. 50%, lab practical test 50%)	20%
	100%

Final grades will be based upon the following: A=89.5-100%, B=79.5-89%, C=69.5-79%, D=49.5-69%, F=49% and below. It is the **student's** responsibility to keep track of grades. All college students are expected to be able to do simple mathematics – do not ask the instructor to calculate the number of points needed to receive a certain grade in the course. All grades will be available in the **Gradebook** in Blackboard.

Course Policies:

1. This course is not self-paced; there are **specific** due dates for all assignments. Labs and homework are open and available to complete on the first day of the semester – you can work ahead, but they **must** be completed by the due dates. They each should take approximately one hour but may take longer based on your performance. You have unlimited attempts for homework and labs; your highest attempt score will be used as your grade. You are strongly recommended to work ahead on homework and labs. Please do them well **before** the due dates and **do not procrastinate**. Connect grades should upload to Blackboard in about an hour.

   Late work is not accepted for Connect Homework or Labs (absolutely NO exceptions) – please do not ask to submit them late.

2. The Lab Practical test is open for approximately one week and will cover material from the lab exercises. It will close at midnight on the due date.
3. The four Lecture Quizzes consist of 40 multiple choice questions over the chapters from each Module. They will be open for approximately one week and will be taken through Blackboard.
4. A missed Lecture Quiz must be made up within **seven** days. If you have an emergency situation and know that you cannot take the test by the due date, please email your instructor **immediately**. If a makeup quiz is allowed, it must be taken within seven days of the test due date; **only one quiz may be made up in a semester**. Any makeup quizzes will be given at the discretion of the instructor. Make up tests will **not** be allowed for the Final Exam. Please email your instructor if you have questions about this policy.
5. The Midterm Exam (worth 20%) and the Final Exam (worth 20%) will consist of 50 multiple choice questions. Both are proctored using **Respondus Monitor (with Webcam**.)
6. To avoid possible cheating, you will be able to review your quiz and test grades after all students have taken the quiz.
7. **No test or quiz grades (including zeros) will be dropped when calculating final overall grades.**
8. Any extra credit will be available to the entire class ONLY – **no individual extra credit will be given – please DO NOT ASK.**
9. This class is online and uses many online and digital resources. Therefore, students must have access to a strong internet connection (dial up is NOT recommended.) You will need a webcam. Speakers are also recommended. Problems with internet service are **not** an excuse for missing assignments – do your assignments **well before** the due dates to avoid this issue. If you have problems with your internet service, the College computer labs are available for use, and public libraries also have computers with internet service. Further, many businesses offer free WiFi service.
10. If you have trouble with graphics in Connect, there are two links in the Start Here! Module in Blackboard, in the Connect Information folder, that will help you: **Connect Help Site** and **Connect Issues - Check Your Computer**. Please click on the link to check your computer's compatibility **BEFORE** contacting your instructor. In most cases, updating your internet browser fixes problems.

Please be aware that the instructor has no control over technical problems with Connect – you must contact the Connect Help Site for technical problems.

11. **It is NOT recommended that you use cell phones for Blackboard or your Connect HW or labs.** Blackboard and Connect were not designed to be used on cell phones and items may not display or work correctly.
12. Firefox and Google Chrome work best with Connect. Bing or Microsoft Edge may or may not work.
13. All students must register for and monitor their PJC Dragon Mail account **daily**. All correspondence from the instructor and the College will be delivered to the Dragon Mail account. See "**PJC Official Dragon Mail Information**" in Blackboard for more information.
14. Please communicate through PJC email or Blackboard Messages **only**.
15. If you want an actual textbook, you can purchase a loose-leaf copy through your Connect course.
16. The Midterm and Final Exams are both proctored using **Respondus Lockdown Browser Monitor**. You are required to have a webcam. If you do not have a webcam, they can be purchased from the PJC Bookstore (if you have Financial Aid) or from many retail businesses; prices start at around $10. Please see Blackboard and/or your instructor for more information.
17. Blackboard is your official course – **NOT CONNECT**. Log into Blackboard **daily**.
    a. Blackboard Username: Your school-issued student ID number, without dashes.
    b. Blackboard Password: Your birthday (month, day, four-digit year, without marks).

    For technical assistance, call the Help Desk at 903-782-0496 or email techsupport@parisjc.edu.
18. Please keep track of assignment due dates using the Course Schedule and the Modules in Blackboard. Do **NOT** rely on the Gradebook – it moves assignments in the based on due dates and may cause you to miss coursework.

Class Attendance:

Class attendance is critical for the successful completion of this course. For all courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the **student (see instructions in Blackboard**.) **The last day for a student to withdraw from a course with a grade of "W" is Wednesday, July 2nd.**

Class Conduct:

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

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in 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 Services 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.

PJC Science Department - Artificial Intelligence Statement:

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students **must** cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be included in your reference list. Please verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, please stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher.) You can return to your normal activities when, **for at least 24 hours**, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at **988**. Help is also available on your campus in PJC's Counseling Center in Alford Center in Paris (counseling@parisjc.edu) and in the community.

Respondus Lockdown Browser + Webcam (Required)

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Download Instructions (also found in Blackboard)

Download and install LockDown Browser from this link:

https://download.respondus.com/lockdown/download.php?id=919835320

Once Installed

Instructions for using Respondus with Blackboard Ultra:

1. Use a standard browser (Chrome, Firefox, etc.) to log in to your **Blackboard Ultra** course.
2. Navigate to the exam, and click the "Start Attempt" button.
3. LockDown Browser will then launch, if installed on the computer (or iPad). If not installed, you will be prompted to download the browser and perform the install.
4. The quiz will open, and if a webcam is required, then you will be taken into the pre-exam webcam check.
5. After submitting the exam, LockDown Browser will terminate, and you will be back where you started in their standard browser.

Guidelines

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- Before starting the test, know how much time is available and that you have enough time to complete it.
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices.
- Remain at your computer for the duration of the test.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- 24/7/365 Live Chat Support is also available from the Help Center, or from within the "it's not working" troubleshooter.
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Micro Online Course Schedule
Summer 1 2025
Please print and check off items as you complete them

All Connect HW & Labs open 6/2. Late work is <u>never</u> accepted for HW or Labs.

First Day of Semester: Monday, June 2nd, 2025

ÿ **Connect Syllabus Quiz: Due Wed., 6/4**

ÿ **Respondus Monitor Extra Credit Quiz: Due Sun., 6/8**

ÿ **<u>MODULE 1: all items due 6/8</u>**
Ch. 1, 2, 9 & 10
Connect HW Set 1
Connect Labs Set 1
Quiz 1 (Chs. 1, 2, 9, & 10): available 6/2 – 6/8

ÿ **<u>MODULE 2: all items due 6/15</u>**
Ch. 11, 12, 13, & 14
Connect HW Set 2
Connect Labs Set 2
Quiz 2 (Chs. 11 – 14): available 6/9 – 6/15

ÿ **Midterm Exam (proctored with Respondus Monitor/Webcam): available 6/16 – 6/22**

ÿ **<u>MODULE 3: all items due 6/22</u>**
Ch. 15, 16, 17, & 18
Connect HW Set 3
Connect Labs Set 3
Quiz 3 (Chs. 15 – 18): available 6/16 – 6/22

ÿ **<u>MODULE 4: all items due 6/29</u>**
Ch. 19, 20, 21, & 22
Connect HW Set 4
Connect Labs Set 4
Quiz 4 (Chs. 19 – 22): available 6/23 – 6/29

ÿ **Lab Practical Test (Lab Sets 1 - 4): available 6/30 – 7/7**

ÿ **Final Exam (proctored with Respondus Monitor/Webcam): available 6/30 – 7/7**

Last Day of Semester: Wed., July 9th, 2025

The Course Syllabus & Schedule are subject to change by the instructor.

Biology 1408.200
Biology for Non-Science Majors I
Summer I 2025

Instructor: Gregory Potts
Office: MS 210E
Phone: (903) 782-0332
Email: gpotts@parisjc.edu
Office Hours: M-Th 9:00 am to 11:00 am, 1:30 pm to 3:30 pm.

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

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

Credits: SCH = 4 (3 Lecture and 1 Lab)

Required Textbook(s) and Materials:

The required course materials for this class (textbook and all other digital learning tools) are being delivered digitally as part of the PJC Inclusive Access Program. PJC has partnered with the Follett Access Program and McGraw Hill via the PJC Bookstore to promote affordability. This program provides instant, first-day access to your required course materials at a substantial discount. A course charge will automatically be billed to your student account for all required course materials, and you will not need to purchase the required course materials separately. You are responsible for paying the charge applied to your student account. Please get in touch with the PJC Business Office if you have questions about charges to your student account. https://www.parisjc.edu/main/business-office/
Your required e-textbook and course materials for **Biol 1408/1409 – Mader: Connect Inquiry into Life 17e**, will be delivered digitally in your Blackboard Ultra course or via the URL provided by your instructor. If you do not want to participate in the PJC Inclusive Access Program and would prefer to procure your required course materials elsewhere, you must opt out to avoid being charged the discounted price on your student account. If you'd like to opt out of this program, please follow the steps below **before the college ORD date of June 5th, 2025 (Note this means by June 4th at 11:59 PM).**

1. Go to Opt-out portal
2. Create an account using your student email account
3. Select the course(s) you are choosing to Opt-Out of
4. You can also opt-out from the student-specific link provided in the email from noreply@follett.com.

Important: If you opt-out, you will no longer have access to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Biological Science Program-Level)
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.

ACGM Lecture Learning Outcomes
Upon successful completion of this course, students will:
1.Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2.Identify stages of the cell cycle, mitosis (plant and animal), and meiosis. 3.Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4.Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
5.Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
6.Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7.Analyze evidence for evolution and natural selection.

ACGM Laboratory Learning Outcomes

Upon successful completion of this course, students will:
1.Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2.Use critical thinking and scientific problem solving to make informed decisions in the laboratory.
3.Communicate effectively the results of scientific investigations.

4.Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
5.Identify stages of the cell cycle, mitosis (plant and animal), and meiosis. 6.Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
7.Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
8.Identify the importance of karyotypes, pedigrees, and biotechnology.
9.Identify parts of a DNA molecule, and describe replication, transcription, and translation.
10.Analyze evidence for evolution and natural selection.

Course Schedule:

Unit 1: Chapter 2: Molecules of Cells

Chapter 3: Cell Structure

Chapter 4: Membrane & Structure

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-10-25!

Exam 1: Ch. 2, 3 & 4 available 6-11-25 until 6-13-25

Unit 2: Chapter 5: Cell Division

Chapter 6: Metabolism: Energy & Enzymes

Chapter 7: Cellular Respiration

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-19-25!

Exam 2: Ch. 5, 6 & 7 available 6-20-25 until 6-23-25

Unit 3: Chapter 8: Photosynthesis

Chapter 9: Plant Organization

Chapter 23: Patterns of Gene Inheritance

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 6-28-25!

Exam 3: Ch. 8, 9 & 23 available 6-29-25 until 7-1-25

Unit 4: Chapter 24: Chromosomal Basis of Inheritance

Chapter 25: DNA Structure & Gene Expression

Chapter 26: Biotechnology & Genomics

Note - All chapter exercises including Smartbook exercises, Homework and Quizzes are due by 7-7-25!

Exam 4: Ch. 24, 25 & 26 available 7-5-25 until 7-7-25

Comprehensive Final Exam available 7-2-25 to 7-7-25

Online Lab Schedule

Laboratory Exercises	Available / Date Due	Grade
1. Virtual Lab Tutorial	6-2 / 6-8	_____
2. Lab Safety - Hand Washing	6-2 / 6-8	_____
3. Lab Safety – Personal Safety	6-2 / 6-8	_____
4. Cell Structure - Examining Cells	6-2 / 6-15	_____
5. Metric Measurement – Length	6-2 / 6-8	_____
6. Metric Measurement – Temperature	6-2 / 6-8	_____
7. Metric Measurement - Volume	6-2 / 6-8	_____
8. Metric Measurement – Weight	6-2 / 6-8	_____
9. Diffusion – Effect of Density Medium	6-2 / 6-15	_____
10. Diffusion – Sel. Permeable Membrane	6-2 / 6-15	_____
11. Cell Division - Examining Mitosis	6-2 / 6-15	_____
12. Cell Division - Examining Meiosis	6-2 / 6-15	_____
13. Enzymes – Effect of Concentration	6-2 / 6-22	_____
14. Enzymes – Effect of pH	6-2 / 6-22	_____

15. Enzymes – Effect of Temperature	6-2	/	6-22	_____
14. Enzyme Activity	6-2	/	6-22	_____
16. Cellular Respiration – Energy Production	6-2	/	6-22	_____
17. Cellular Respiration – Yeast Fermentation	6-2	/	6-22	_____
18. Photosynthesis – CO2 Uptake	6-2	/	6-29	_____
19. Photosynthesis – Green and Blue Light	6-2	/	6-29	_____
20. Photosynthesis – Rate in White Light	6-2	/	6-29	_____
21. Photosynthetic Pigments	6-2	/	6-29	_____
22. Plants - Transpiration	6-2	/	6-29	_____
23. Plants - Flowering Plant Anatomy	6-2	/	6-29	_____
24. Plants - Gravitropism and Phototropism	6-2	/	6-29	_____
25. Mendelian Genetics – Monohybrid Cross	6-2	/	7-6	_____
26. Mendelian Genetics – Dihybrid Cross	6-2	/	7-6	_____
27. Mendelian Genetics – X-Linked Cross	6-2	/	7-6	_____
28. Human Genetics – Meiosis	6-2	/	7-6	_____
29. Human Genetics – Inheritance	6-2	/	7-6	_____
30. Bacterial Genetics - PCR	6-2	/	7-6	_____
31. Bacterial Genetics - DNA Profiling	6-2	/	7-6	_____
32. DNA Biology and Technology- ELISA	6-2	/	7-6	_____
33. DNA - Gel Electrophoresis	6-2	/	7-6	_____
34. DNA - Rapid Diagnostic Testing	6-2	/	7-6	_____
35. DNA - Isolation of DNA	6-2	/	7-6	_____

Course Requirements and Evaluation:

Course Format

This is an inquiry-based student centered course with materials and content delivered using McGraw-Hill's Connect. Students will complete 35 online virtual labs in McGraw-Hill Connect. Each chapter comes with a SmartBook exercise. SmartBook assignments are an important study aide and are required for this course. Additionally, there are 12 homework assignments, one for each chapter we will study this semester, that also must be completed in the on-line portion of the class. Each of these homework assignments has specific due dates and can be taken twice with the student able to update and correct their answers. There will also be a quiz for each chapter consisting of around 20 questions each. Students may take the quiz only once.

It is the student's responsibility to keep track of assignments and labs posted in Connect and complete them within the allotted time frame. It is very important that the student complete each assignment before they are due as McGraw-Hill will record a zero for any assignment not completed and submitted properly. Keep track of all of your work. Make sure that when you complete an assignment to take a picture with your phone and/or record the grade. We do not want to have any student not rewarded for their diligent work.

There will be 4 Unit exams and 1 final exam along with daily work, homework, online virtual labs and quizzes. Unit exams may include multiple choice, true-false, matching, short answer and essay questions over any materials covered in class or assigned. Any proctored assignments will be done through **Proctorio** for Connect.

Any announcements will be made through Blackboard and/or through your PJC email address. Always check your school email as that is the email I am required to use.

Proctored assignments:

All proctored assignments inclluding exams, quizzes and the final are **TIMED and Proctored using McGraw-Hill Proctorio**. Each Exam will consist of similar questions from your chapter homework. It is important to know the information. Please read the chapters and study the material including all diagrams, charts, models, pictures and tables. Once time expires and your exam closes I will not be able to reopen it. See the schedule for the exams' open and close dates. **Plan your attack well**, and never begin an exam late at night on the last day it is due, if you can avoid it! Expect 60-100 questions similar to what you see in the chapter homework assignments.

Proctorio Exam Proctoring:

- **Webcam and audio required for all exams**
- **Photo ID (Driver's license, passport, college/university ID, or military ID)**
- **You must download the Proctorio App**
- **Make sure you allow your webcam to allow Proctorio access to it**

Proctorio is a remote proctoring and browser locking program that promotes the academic integrity of exams. All of the proctored assignments will use this program with the settings described below. You **must have a webcam** on your computer to take your exams.

A good overview video for Proctorio has been assigned to you in MGH Connect. Please review the setup and system requirements for Proctorio below, and make sure you have them before taking your first proctored exam

For the best experience, we recommend you use Microsoft Edge or Google Chrome
https://proctorio.com/support#settingUp

Minimum System Requirements
https://proctorio.com/support#minReqs

https://proctorio.com/support#faq

Please review the settings and requirements for your exams below.

Proctorio will:

- Record video and audio from the test-taker's webcam during the exam. The system uses artificial intelligence monitoring to flag suspicious behaviors. The exam footage will be available to the professor after the exam.

- Control whether test takers can access other tabs or programs. Proctorio will block the use of other programs during the exam, other websites, and different monitors.

- Prevent content from entering or leaving the exam. Proctorio will disable the clipboard, disable the right click of your mouse, and disable printing. Proctorio will also record your computer screen during the exam.

Additional Considerations:

- Please focus on your exam and **avoid looking away** from the screen for extended periods.

- **NEVER** exit the exam once you begin. This will show multiple attempts on my end, and you could lose credit on the exam. Proctorio gives feedback to the instructor on your internet connection status during the exam. If you log out and say it was because of a bad connection, but the system showed no evidence of a slow or bad connection, this could be counted as cheating.

- Cell phone use is **strictly prohibited** during the exam!

- Notes/Books of any kind are **not allowed** on the exam.

- Treat all exams as you would an in-person exam that allows **no use of help** in any form during the exam.

- Any McGraw-Hill Connect assignment labeled "Proctored" utilizes the settings above and disallows the use of any extra help of any kind during the exam! Violating any of the requirements above will result in a zero on your exam. Suspicious activity caught by your webcam may also result in a zero if there is evidence of cheating, such as using

notes, books, cell phones, etc., during an exam. Therefore, focusing on your exam and putting away all notes, books, and cell phones before beginning the exam is essential.

All assignments must be done by the due dates set, so please stay on top of assignments and **avoid procrastination**. I will only reopen assignments if the Connect system has issues or in unavoidable and verifiable cases that I approve of individually, such as an unexpected hospitalization. If you cannot make the due dates, you should drop the class before the final withdrawal date of **July 2nd**. If Connect is working on my end, then the web page is good, so make sure you have an updated computer and a reliable connection to the internet for this course!

System Requirements for Connect and Browser Test: Use this link to check your computer to ensure you have all that you need to run the Connect Learning System

https://www.mheducation.com/highered/connect/support.html

Tips/Time: This course is online and will require a time commitment equal to or above that of a traditional class, depending on the student. Work at your own pace, but please do not let due dates approach and assume you can finish the work in a day or 2. Your course is divided into four central units, covering three chapters each. You can see when all assignments open and close in MGH Connect, but this syllabus also covers this. In each unit, you will have 3 chapters, read and study each (take notes and pay attention to bold terms), complete the SB and homework assignment with each chapter. Plan out a good schedule for when you want to complete each task before the due dates.

You can find the WD from a course option in your MyPJC Account. The last day to drop the course with a grade of W is **July 2, 2025**. If circumstances require you to withdraw from this course, you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Extension Policy: I offer extensions on proctored exams on a case-by-case basis and only if you have a **verifiable and unavoidable** reason, like a hospitalization or something of that nature.

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

Please note that online exams and quizzes will be proctored using Proctorio through Connect or Respondus through Blackboard. You will have to have a web cam and a microphone for this course. Students have had trouble using a Chromebook so use a different computer using Microsoft Edge or Firefox. You can make an appointment with the testing center and use a computer there or you can use one of our great computer labs.

28%	Exams - Unit exams
7%	Final Exam - Comprehensive
10%	Quizzes
10%	Homework assignments
25%	Virtual Labs in McGraw-Hill's Connect
15%	Smart Book
5%	Orientation/Other

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
E: 59% and under

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, July 2nd, 2025.

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

BUSG 1301.290
Introduction to Business
Summer 2025 – Extended Term

Instructor: Wanda Duncan
Office: AS 155
Phone: 903.782.0378
Email: wduncan@parisjc.edu
Office Hours: TBA within BlackBoard/DragonMail

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course 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 relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.
3 Credit Hours 3 Lecture Hours 0 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement
NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:
Foundations of Business, 7th edition.
Pride/Hughes/Kapoor
Bundled with a Loose-leaf Version + MindTap, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-74886-2

Inclusive Access: 9780357748862

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:
If you purchase a physical textbook, make sure you purchase a MindTap Printed Access Card (bundled with textbook if purchased from the PJC Bookstore).

Access to the Internet, e-mail, and 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.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:
Upon successful completion of this course, the student will have:
1. Identified business functions relating to accounting, management, marketing, and economics
2. Described the relationships of social responsibility, ethics, and law
3. Described the scope of global business enterprise

Student Learning Outcomes:
1. Evaluated the business functions including structure, functions, resources, and operational processes
2. Demonstrated proficiency using industry application software
3. Applied business concepts, practices, and/or techniques or ethical principles to effectively manage an organization

Course Schedule:

June 2 - 8	IceBreaker Discussion Board Syllabus Quiz Register for MindTap
June 9 - 15	Chapter 1: Exploring the World of Business and Economics
June 16 - 22	Chapter 2: Ethics and Social Responsibility in Business
June 23 - 29	Chapter 3: Global Business Part 1 Video Project
June 30 – July 6	Chapter 4: Choosing a Form of Business Ownership
July 7 - 13	Chapter 5: Small Business, Entrepreneurship, and Franchises Part 2 Video Project
July 14 - 20	Chapter 6: Understanding the Management Process
July 21 - 27	Chapter 7: Creating a Flexible Organization

July 28 – August 3	Chapter 8: Producing Quality Goods and Services Part 3 Video
August 4 - 10	Chapter 14: Exploring Social Media and e-Business
August 11 - 13	Complete any missing assignments

Course Requirements and Evaluation:
The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Day (**June 19**) to avoid being dropped.

This is an **11-week** course that runs from **June 2** to **August 14**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**. The student will use the access code (purchased with the textbook) to access course documents, assessments, and exams. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:
- Purchase required materials
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There is **NO** Final Exam for this course.

Chapter Assessments: All chapter assessments will be completed through BlackBoard where all assessments are linked to **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

For each assessment you will have **three (3) attempts**. Please read and follow the assessment instructions carefully.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include assessments, learn Its, case activities, Parts 1 - 3 Video Projects, 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:

665 – 739 = A	90 - 100 = A
591 – 664 = B	80 - 89 = B
517 – 590 = C	70 - 79 = C
443 – 516 = D	60 - 69 = D
0 – 442 = F	0 - 59 = F

The assessments are broken-down as follows:
Syllabus Quiz = 1 assessment
BlackBoard Discussion Board Forum = 1 assessment
Assessments = 9 assessments
Learn Its = 56 assessments
Case Activities = 9 assessments
Part 1 – 3 Video Projects = 3 assessments

Checking your Grade:
To check your grades, click the “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 normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All chapter assessments will be completed by logging into **BlackBoard**, select a “chapter,” and then select the “assessment” you are wanting to complete. Once you have selected the

assessment, the "**MindTap**" window will appear and you can then begin working on the assessment.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student's final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:

AS 152

One-on-one tutoring available (e-mail for an appointment)

Course Policies

All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked into BlackBoard. You will need the Access card that was included with the textbook sold by the PJC Bookstore. If you purchased the textbook elsewhere, and it did not include the MindTap access card, you will need to purchase it as well. You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **July 30**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis**. To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment**. On the first day of the online course enter the Discussion Board. Here you will find an "IceBreaker (Student Coffee House)" forum. Students must reply to this forum in each course in order to verify their course enrollment. **If you do not complete this forum by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (ORD) will be withdrawn from the course by the institution. Students enrolled in an online course must "log in" and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before ORD to be considered an active student or to be considered attending class.

Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:
The Instructor's preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put "BUSG 1301 Question" or "BUSG 1301 Question About" as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check "Announcements" in BlackBoard daily.

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

Netiquette:
Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.
7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment**.
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

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Syllabus Subject to Change
This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

a) Student email
b) BlackBoard announcement
c) In class announcement

Tech Support:
For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Important Dates:
Official Report Date is **June 19**.
Last Day to Drop Classes with a "W" is **July 30**.
Holiday is **July 4**.
Final Exams is **August 13 - 14**.

All assignments must be completed by **11:59 p.m., Wednesday, August 13**.

CHEM 1405.290 (Internet)
Introductory Chemistry I
Summer Subterm D (Extended) 2025

Instructor: Mrs. Lisa Shelton
Office: MS 210C
Phone: 903-782-0481
Email: lshelton@parisjc.edu and Blackboard (Preferred method is Blackboard Email/Messages)
Office Hours: schedule a zoom meeting or schedule a meeting at a PJC campus

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Course 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; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. LAST DAY TO DROP with a "W" is **July 30, 2025**.

Required Textbook(s) and Materials:

Watch the video on Blackboard over the syllabus for a thorough explanation of the syllabus.
Textbook and Homework Software: Introduction to chemistry: Bauer 6th edition Mcgraw Hill **ALEKS 360 18-week access card** – ISBN: 9781264539338
Online through ALEKS is usually cheaper than the bookstore and easier. If purchased at the bookstore, look at the bottom of your receipt for a code (may have to enter the code into https://www.redshelf.com/ to get the access code)

Note that reliable internet is required. A scientific calculator and webcam are mandatory for all proctored exams.

Amazon or Temu Items	Home Science Tools
3-mL plastic pipette	iron filings
10-mL and 50-mL plastic graduated cylinder and 150-mL and 250-mL plastic beaker	Wooden splints or similar at Hobby Lobby
digital thermometer	Potassium Chloride or Nu-Salt from amazon
4 oz of 20-volume hydrogen peroxide	Strontium Chloride
500 g digital scale with .01 accuracy	Copper II Chloride

Course Requirements and Evaluation:

Entering the course: Go to the Welcome document and read it then go to the Start Here folder to watch the "Watch Me First" video on how to navigate the course. ALEKS is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly provide instruction on the topics you are most ready to learn. Students who show a high level of mastery in ALEKS will gain the foundation needed to be successful in the overall course. Each of you will have a password-protected student account in ALEKS. Since all records of your work are kept on the ALEKS servers, you can access your account from any computer connected to the Internet.

In this course, you will be required to use ALEKS to help you master course content. Your work in ALEKS will constitute a **significant part of your final grade** in the course. ALEKS is very unfriendly to procrastinators; don't wait until the last minute to finish an ALEKS assignment as an automated progress assessment may interrupt your timing. Once the ALEKS link is clicked you will then be directed to ALEKS where you **must register** for the ALEKS course. How to register is described in detail under your **Start Here Tab** in Blackboard. After Registration you will take a brief Tutorial, or introduction to the ALEKS interface. It shows you how to enter the various kinds of answers that you may be asked to provide in ALEKS.

You **must** complete the Syllabus Agreement form by the college official reporting Day (ORD) of **June 19th** to be counted as present in the course. *You must complete this assignment by June 18th at 11:59 PM*. If you have not done this assignment you will be **dropped** from the course.

When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember. The link to set up your PJC Dragon Mail is located below if you do not have yours activated yet. http://www.parisjc.edu/pjc2/main/activate-dragonmail/

Final Grades:	**Major Grades:**
Semester grades will be assigned according to semester averages within the limits of: 100 to 89.5----------A 89.49 to 79.5--------B 79.49 to 69.5--------C 69.49 to 59.5--------D Below 59.5----------F	Weighted totals: Official grades are posted in BlackBoard Ultra. ALEKS Homework and other assignments (20%) Labs (25%) (4) Exams (45%) (1) Final exam (10%)

Assignments and Labs:

All homework and labs are listed on the table below and in ALEKS and Blackboard. The homework is using McGraw Hill ALEKS. There is a homework assignment for each chapter. Do the homework **after** reading each section, watching lecture videos for the section, and filling in the blank notes which is located on Blackboard. Try your best on your first attempt, but the homework has unlimited tries. They are not timed and you can do a little work at a time and then return later. Each chapter has an average of 25-30 questions with all the sections combined. Online homework and labs are setup to automatically submit grades at 11:59 PM on the due date. You must show all your work to get credit for lab pre and post lab questions. It's better to work ahead of the schedule to give yourself some extra time at the end and for tests. The final exam is the only assignment that is not opened ahead of time. **Instead of buying the supplies for the labs, you can meet me in the lab on the second floor at the PJC Greenville campus at 8:00 AM on June 10th for Chapter 1 Lab, July 1st for Chapter 4, 5, and 6 labs, July 22nd for Chapter 7 and 9 labs (you have to let me know a week in advance if you plan to come so I can have enough labs set up).**

Exam Proctoring: (*YOU MUST HAVE A WEBCAM FOR ALL EXAMS!!!*)

Students will take 4 tests and a final exam on blackboard. You will take a Respondus Practice Test over the syllabus so you can learn how Respondus works. Each exam and final exam have a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*! You are required to show your ID for each test. Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed. I can see what questions have been viewed. Blackboard uses Respondus LockDown Browser + Webcam Requirement.** LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. **It is the student's responsibility to let me know if you have accommodations.**

Guidelines

When taking an online exam, follow these guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

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 in the Atom
Chapter 8: Chemical Bonding
Chapter 9: The Gaseous State
Chapter 10: The Liquid and Solid State
Chapter 15: Nuclear Chemistry

Week	Chapter	Labs and Assignments
1	Chapter 1	Upload the Syllabus Agreement form on Blackboard (Due 6**/8**) Safety Lab Quiz and Lab Safety Contract on Blackboard (Due 6**/8**) Respondus Lockdown Browser Practice Test (Due 6**/8**) Chapter 1 Homework (Due **6/22**) Measurement Lab: (Due **6/22**)
2	Chapter 2	Chapter 2 Homework t (Due **6/22**) Periodic Table Lab: (Due **6/22**)
3	Chapter 3	Chapter 3 Homework (Due **6/22**) Nomenclature and Household Products (Due: **6/22**)
3	**Test #1**	**Test #1 (Chapters 1, 2, and 3) (Due 6/24)**
4	Chapter 4	Chapter 4 Homework (Due **7/13**) Mole Conversion/Empirical Formula/Molarity/Dilutions Lab: (Due **7/13**)
5	Chapter 5	Chapter 5 Homework (Due **7/13**) Single/Double Replacement Lab: Due **7/13**)
6	Chapter 6	Chapter 6 Homework (Due **7/13**) Stoichiometry Lab (Due **7/13**) Specific Heat Lab: (Due **7/13**)
6	**Test #2**	**Test #2 (Chapters 4, 5, and 6) (Due 7/15**)
7	Chapter 7	Chapter 7 Homework (Due 8**/1**) Flame Test Lab: (Due 8**/1**)
8	Chapter 8	Chapter 8 Homework (Due 8**/1**) Molecular Geometry Lab: (Due 8**/1**)
9	Chapter 9	Chapter 9 Homework (Due 8**/1**) Boyle's Law/Charles' Law/ Gay-Lussac's Law Lab Ideal Gas Lab (on ALEKS) ((Due 8**/1**)
9	**Test #3**	**Test #3 Chapter 7, 8, and 9 (Due 8/3**)
10	Chapter 10	Chapter 10 Homework (Due 8**/8**)
10	Chapter 15	Chapter 15 Homework (Due 8**/8**) Half-Life and Identifying Unknown Radiation Lab (Due 8**/8**)
10	**Test #4**	**Test #4 Chapter 10 and 15 (Due 8/10**)
11	Final Exam Review	**Final Exam Review will be open on 8/10**
11	**Final Exams**	**Final Exam (Due 8/14**)

**** Labs are subject to change at instructor's discretion**

Course Goals and Objectives:

Foundation Component Area: Life and Physical Sciences Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Required Core Objectives:

Student Learning Outcomes (Core Curriculum-Level)

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

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 objectives for natural sciences are:

1. To understand and apply method and appropriate technology to the study of chemistry,
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing,
3. To identify and recognize differences among competing scientific theories,
4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies,
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes (CHEM 1405 Lecture)**:**	Student Learning Outcomes (CHEM 1405 Lab)**:**
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. 4. Identify trends in chemical and physical properties of the elements using the Periodic Table. 5. Describe the bonding in and the shape of simple molecules and ions. 6. Solve stoichiometric problems. 7. Write chemical formulas. 8. Write and balance equations. 9. Use the rules of nomenclature to name chemical compounds. 10. Define the types and characteristics of chemical reactions. 11. Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems. 12. Determine the role of energy in physical changes and chemical reactions. 13. Convert units of measure and demonstrate dimensional analysis skills.	Upon successful completion of this course, students will: 1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory. 2. Demonstrate safe and proper handling of laboratory equipment and chemicals. 3. Conduct basic laboratory experiments with proper laboratory techniques. 4. Make careful and accurate experimental observations. 5. Relate physical observations and measurements to theoretical principles. 6. Interpret laboratory results and experimental data, and reach logical conclusions. 7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports. 8. Design fundamental experiments involving principles of chemistry. 9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

Course Competencies:

The faculty and staff at Paris Junior College believe it is important that basic competencies be developed during the normal course of student studies. These include:

1. To identify and comprehend the main and subordinate ideas in a written work.
2. To use the features of books and other reference materials such as table of contents, preface, introduction, titles and subtitles, index, and glossary.
3. To define unfamiliar words by decoding, using contextual clues, or by using a dictionary.
4. To recognize and use inductive and deductive reasoning and recognize fallacies in reasoning.
5. To draw reasonable conclusions from information found in various sources, whether written, spoken, or displayed in tables and graphs, and defend one's conclusions rationally.
6. To comprehend, develop, and use concepts and generalizations.
7. To distinguish between fact and opinion.
8. To synthesize from disorganized data an organization that effectively communicates that data to a given audience.
9. To use writing to develop modes of critical analysis and to communicate effectively to others the results of those analyses.
10. To use writing to solve problems and to explore knowledge in all disciplines.
11. To perform, with reasonable accuracy, the computations of addition, subtraction, multiplication, and division using natural numbers, fractions, decimals, and integers.
12. To make and use measurements in both traditional and metric units.
13. To make estimates and approximations, and to judge the reasonableness of a result.
14. To draw reasonable conclusions from information found in various sources or displayed in tables and graphs.

Overall Course Objectives:

The principal objectives of this course are to present to the science student some of the fundamentals of inorganic chemistry in a simple and concise manner in a lecture environment, and to allow the science student to have laboratory experiences in measuring and observing "happenings" in a controlled environment. Selected topics from chapters 1 through 10 and 15 will be covered this semester.

Course Policies:

I will send announcements out every Monday on Blackboard, so check your Dragonmail for those.

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand.

Respect your classmates' right to an education.
Give your full attention to the course and to anyone who is speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor. No food /or beverages to class. Please turn off or silence all cell phones, *before* coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **July 30, 2025**.

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

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In the pursuit of learning, it is expected that students will engage in 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.

Common plagiarism cases in Chemistry that must be avoided: Students copy answers from the back of the book, each other, or online websites. Students sharing the same lab report or working on calculations together (collaborating). Students not providing proper in-text citations and sources. Students storing data in their graphing calculator during a quiz, or test.

Artificial Intelligence (AI):

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonest

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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a) Go the PJC web site (www.parisjc.edu)
b) Click "Current Students."
c) Click "Dragon Mail" under Life On Campus on that page.
d) Follow the instructions from there.
e) Check your Dragon Mail account at least once a day.

Very good chemistry tutorial sites:

I put extra help videos for each Chapter on Blackboard. Kahoot has excellent multiple choice practice for many topics in chemistry (just search for the topics).
Youtube: Tyler DeWitt (best videos)
http://dbhs.wvusd.k12.ca.us/ChemTeamIndex.html
Youtube: Professor Dave Explains
http://www.chemistrycoach.com/tutorial.htm#tutorials
http://web.jjay.cuny.edu/~acarpi/NSC/index.htm
http://faculty.colostate-pueblo.edu/linda.wilkes/111/
http://www.101science.com/Chemistry.htm\
http://www.learnchem.net/tutorials/stoich.shtm
http://antoine.frostburg.edu/chem/senese/101/tutorials/
http://www.chem1.com/chemed/tutorial.html
http://chemed.chem.purdue.edu/genchem/topicreview/index.html
http://www.chem.ox.ac.uk/vrchemistry/chemistrytv/chemistrytv.html
http://wine1.sb.fsu.edu/chm1045/notes/Geometry/Hybrid/Geom05.htm https://www.khanacademy.org/science/chemistry

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

CHEM 1405.290 (Internet)
Introductory Chemistry I
Summer Subterm D (Extended) 2025

Instructor: Mrs. Lisa Shelton
Office: MS 210C
Phone: 903-782-0481
Email: lshelton@parisjc.edu and Blackboard (Preferred method is Blackboard Email/Messages)
Office Hours: schedule a zoom meeting or schedule a meeting at a PJC campus

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Course 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; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. LAST DAY TO DROP with a "W" is **July 30, 2025**.

Required Textbook(s) and Materials:

Watch the video on Blackboard over the syllabus for a thorough explanation of the syllabus.
Textbook and Homework Software: Introduction to chemistry: Bauer 6th edition Mcgraw Hill **ALEKS 360 18-week access card** – ISBN: 9781264539338
Online through ALEKS is usually cheaper than the bookstore and easier. If purchased at the bookstore, look at the bottom of your receipt for a code (may have to enter the code into https://www.redshelf.com/ to get the access code)

Note that reliable internet is required. A scientific calculator and webcam are mandatory for all proctored exams.

Amazon or Temu Items	Home Science Tools
3-mL plastic pipette	iron filings
10-mL and 50-mL plastic graduated cylinder and 150-mL and 250-mL plastic beaker	Wooden splints or similar at Hobby Lobby
digital thermometer	Potassium Chloride or Nu-Salt from amazon
4 oz of 20-volume hydrogen peroxide	Strontium Chloride
500 g digital scale with .01 accuracy	Copper II Chloride

Course Requirements and Evaluation:

Entering the course: Go to the Welcome document and read it then go to the Start Here folder to watch the "Watch Me First" video on how to navigate the course. ALEKS is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly provide instruction on the topics you are most ready to learn. Students who show a high level of mastery in ALEKS will gain the foundation needed to be successful in the overall course. Each of you will have a password-protected student account in ALEKS. Since all records of your work are kept on the ALEKS servers, you can access your account from any computer connected to the Internet.

In this course, you will be required to use ALEKS to help you master course content. Your work in ALEKS will constitute a **significant part of your final grade** in the course. ALEKS is very unfriendly to procrastinators; don't wait until the last minute to finish an ALEKS assignment as an automated progress assessment may interrupt your timing. Once the ALEKS link is clicked you will then be directed to ALEKS where you **must register** for the ALEKS course. How to register is described in detail under your **Start Here Tab** in Blackboard. After Registration you will take a brief Tutorial, or introduction to the ALEKS interface. It shows you how to enter the various kinds of answers that you may be asked to provide in ALEKS.

You **must** complete the Syllabus Agreement form by the college official reporting Day (ORD) of **June 19th** to be counted as present in the course. *You must complete this assignment by June 18th at 11:59 PM*. If you have not done this assignment you will be **dropped** from the course.

When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember. The link to set up your PJC Dragon Mail is located below if you do not have yours activated yet. http://www.parisjc.edu/pjc2/main/activate-dragonmail/

Final Grades:	**Major Grades:**
Semester grades will be assigned according to semester averages within the limits of: 100 to 89.5----------A 89.49 to 79.5--------B 79.49 to 69.5--------C 69.49 to 59.5--------D Below 59.5----------F	Weighted totals: Official grades are posted in BlackBoard Ultra. ALEKS Homework and other assignments (20%) Labs (25%) (4) Exams (45%) (1) Final exam (10%)

Assignments and Labs:

All homework and labs are listed on the table below and in ALEKS and Blackboard. The homework is using McGraw Hill ALEKS. There is a homework assignment for each chapter. Do the homework **after** reading each section, watching lecture videos for the section, and filling in the blank notes which is located on Blackboard. Try your best on your first attempt, but the homework has unlimited tries. They are not timed and you can do a little work at a time and then return later. Each chapter has an average of 25-30 questions with all the sections combined. Online homework and labs are setup to automatically submit grades at 11:59 PM on the due date. You must show all your work to get credit for lab pre and post lab questions. It's better to work ahead of the schedule to give yourself some extra time at the end and for tests. The final exam is the only assignment that is not opened ahead of time. **Instead of buying the supplies for the labs, you can meet me in the lab on the second floor at the PJC Greenville campus at 8:00 AM on June 10th for Chapter 1 Lab, July 1st for Chapter 4, 5, and 6 labs, July 22nd for Chapter 7 and 9 labs (you have to let me know a week in advance if you plan to come so I can have enough labs set up).**

Exam Proctoring: (*YOU MUST HAVE A WEBCAM FOR ALL EXAMS!!!*)

Students will take 4 tests and a final exam on blackboard. You will take a Respondus Practice Test over the syllabus so you can learn how Respondus works. Each exam and final exam have a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*! You are required to show your ID for each test. Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed. I can see what questions have been viewed. Blackboard uses Respondus LockDown Browser + Webcam Requirement.** LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. **It is the student's responsibility to let me know if you have accommodations.**

Guidelines

When taking an online exam, follow these guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

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 in the Atom
Chapter 8: Chemical Bonding
Chapter 9: The Gaseous State
Chapter 10: The Liquid and Solid State
Chapter 15: Nuclear Chemistry

Week	Chapter	Labs and Assignments
1	Chapter 1	Upload the Syllabus Agreement form on Blackboard (Due 6**/8**) Safety Lab Quiz and Lab Safety Contract on Blackboard (Due 6**/8**) Respondus Lockdown Browser Practice Test (Due 6**/8**) Chapter 1 Homework (Due **6/22**) Measurement Lab: (Due **6/22**)
2	Chapter 2	Chapter 2 Homework t (Due **6/22**) Periodic Table Lab: (Due **6/22**)
3	Chapter 3	Chapter 3 Homework (Due **6/22**) Nomenclature and Household Products (Due: **6/22**)
3	**Test #1**	**Test #1 (Chapters 1, 2, and 3) (Due 6/24)**
4	Chapter 4	Chapter 4 Homework (Due **7/13**) Mole Conversion/Empirical Formula/Molarity/Dilutions Lab: (Due **7/13**)
5	Chapter 5	Chapter 5 Homework (Due **7/13**) Single/Double Replacement Lab: Due **7/13**)
6	Chapter 6	Chapter 6 Homework (Due **7/13**) Stoichiometry Lab (Due **7/13**) Specific Heat Lab: (Due **7/13**)
6	**Test #2**	**Test #2 (Chapters 4, 5, and 6) (Due 7/15**)
7	Chapter 7	Chapter 7 Homework (Due 8**/1**) Flame Test Lab: (Due 8**/1**)
8	Chapter 8	Chapter 8 Homework (Due 8**/1**) Molecular Geometry Lab: (Due 8**/1**)
9	Chapter 9	Chapter 9 Homework (Due 8**/1**) Boyle's Law/Charles' Law/ Gay-Lussac's Law Lab Ideal Gas Lab (on ALEKS) ((Due 8**/1**)
9	**Test #3**	**Test #3 Chapter 7, 8, and 9 (Due 8/3**)
10	Chapter 10	Chapter 10 Homework (Due 8**/8**)
10	Chapter 15	Chapter 15 Homework (Due 8**/8**) Half-Life and Identifying Unknown Radiation Lab (Due 8**/8**)
10	**Test #4**	**Test #4 Chapter 10 and 15 (Due 8/10**)
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Course Goals and Objectives:

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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 objectives for natural sciences are:

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Youtube: Tyler DeWitt (best videos)
http://dbhs.wvusd.k12.ca.us/ChemTeamIndex.html
Youtube: Professor Dave Explains
http://www.chemistrycoach.com/tutorial.htm#tutorials
http://web.jjay.cuny.edu/~acarpi/NSC/index.htm
http://faculty.colostate-pueblo.edu/linda.wilkes/111/
http://www.101science.com/Chemistry.htm\
http://www.learnchem.net/tutorials/stoich.shtm
http://antoine.frostburg.edu/chem/senese/101/tutorials/
http://www.chem1.com/chemed/tutorial.html
http://chemed.chem.purdue.edu/genchem/topicreview/index.html
http://www.chem.ox.ac.uk/vrchemistry/chemistrytv/chemistrytv.html
http://wine1.sb.fsu.edu/chm1045/notes/Geometry/Hybrid/Geom05.htm https://www.khanacademy.org/science/chemistry

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Chem 1411.290 (Internet)
General Chemistry
Summer Extended (10 weeks) 2025

Instructor: Mrs. Lisa Shelton
Office: MS 210C
Phone: 903-782-0481
Email: lshelton@parisjc.edu and Blackboard email (Preferred method of contact is Blackboard Email/Messages)
Office Hours: schedule a zoom meeting or schedule a meeting at a PJC Campus

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Course 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.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1411; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Credits: SCH = 4 (3 Lecture and 1 Lab)
Pre-requisite: High School Algebra 1 & 2, College Algebra, or consent of instructor, or counselor.
Co-requisite: None

Required Textbook(s) and Materials:

Watch the video on Blackboard over the syllabus for a thorough explanation of the syllabus.
Good news: your textbook for this class is available for free online! If you prefer, you can also get a print version at a very low cost. Your book is available in web view, PDF for free, or app for your phone. You can also choose to purchase a printed copy at the bookstore. You can use whichever format you want. Web view has a responsive design that works seamlessly on any device. Look at Blackboard under Start Here/Textbook Materials for details

You will be using McGraw Hill ALEKS for your homework software. Purchasing ALEKS online is usually cheaper than the bookstore and easier. It is usually much cheaper to purchase online and pick the cheaper $70 for a one-year access. If purchased at the bookstore, look at the bottom of your receipt for a code (may have to enter the code into https://www.redshelf.com/ to get the access code)

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Textbook:	https://openstax.org/details/books/chemistry-2e Openstax Essentials General Chemistry ISBN is 978-1-59399-578-2
Homework Software:	McGraw Hill ALEKS ISBN: **9781265688110**
Labs:	Science Interactive LP-4850-CK-01 (HOL Science Interactive) https://myhol.holscience.com/enroll/mwhx-dshp-bksk-wcdn

Note that reliable internet is required. A scientific calculator and webcam is mandatory.

Lectures
Chapter 1: Essential Ideas
Chapter 1: Essential Ideas; Chapter 2: Atoms, Molecules, and Ions
Chapter 2: Atoms, Molecules, and Ions
Chapter 3: Composition of Substances and Solutions
Chapter 4: Stoichiometry of Chemical Reactions
Chapter 4: Stoichiometry of Chemical Reactions
Chapter 5: Thermochemistry
Midterm Exam
Chapter 6: Electronic Structure and Periodic Properties of Elements
Chapter 7: Chemical Bonding and Molecular Geometry
Chapter 7: Chemical Bonding and Molecular Geometry
Chapter 8: Advanced Theories of Covalent Bonding
Chapter 9: Gases
Scientific Inquiry
Scientific Inquiry and Final Exam Review
Final Exam

Lab Due Dates:

Science Interactive Lab Kit or ALEKS Virtual Lab

- **Introduction: Due on 6/8 (Don't need the kit yet to do this)**
  Getting Started
  Laboratory Safety
- **Chapter 1: Due on 6/22**
  Laboratory Techniques and Measurements Lab
  Separation of a Mixture of Solids Lab
- **Chapter 2: Due on 6/22**
  Atoms, Isotopes, and Atomic Mass Lab
  Introduction to the Periodic Table Lab
- **Chapter 3: Due on7/6**
  The Mole: Conversions, Mass Determination, and Hydrates Lab
  Solutions/Dilutions Lab
- **Chapter 4: Due on 7/6**
  Reactions in Solutions (Balancing Equations) Virtual Lab on ALEKS
  Stoichiometry of a Precipitation Reaction Lab
- **Chapter 5: Due on 7/20**
  Caloric Content of Food lab
  Hess's Law lab
- **Chapter 6: Due on 7/20**
  Quantitative Spectroscope and Visible Light Lab
- **Chapter 7 and 8: Due on 8/10**
  Molecular Models Lab on ALEKS
- **Chapter 9: Due on 8/10**
  Ideal Gas Law Lab

Homework and Test Due Dates

1. Syllabus Agreement form (Due 6/8)
2. Respondus Practice Test over Syllabus (assignment grade for this) (6/8)
3. **Introduction Labs on Scientific Interactive: Due on 6/8**
   Getting Started
   Laboratory Safety
4. Chapter 1 Homework (Due 6/15)
5. Chapter 2 Homework (Due 6/15)
6. **Test #1: Chapter 1-2 (Due 6/15) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
7. **Metric System Quiz (Due 6/15)**
8. Chapter 3 Homework (Due 6/29)
9. Chapter 4 Homework:(Due 6/29)
10. **Test #2: Chapter 3-4 (Due 6/29) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
11. **Midterm Exam (must be taken at a testing center: over Chapter 1, 2, 3, and 4) (Due 7/4)**
12. **Chapter 1 - 3 Labs (Due 7/6)**
13. Chapter 5 Homework (Due 7/13)
14. Chapter 6 Homework (Due 7/13)
15. **Test #3: Chapter 5-6 (Due 7/13) Blackboard Respondus Monitoring (webcam) (online test) (timed test)**
16. Chapter 7 Homework (Due 8/2)
17. Chapter 8 Homework (Due 8/2)
18. Chapter 9 Homework (Due 8/2)
19. **Test #4: Chapter 7-9 (Due 8/2) Blackboard Respondus Monitoring (webcam) (online test)(timed test)**
20. **Scientific Inquiry Project and Metric System Quiz (Due 8/10)**
21. **Chapter 5 - 9 Labs (Due 8/10)**
22. **Final Exam over Chapter 5, 6, 7, 8, and 9 (Due 8/14) at Testing Center**

Grading:

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

Weighted totals:

ALEKS Online Homework	**20%**
Lab Assignments and Scientific Inquiry (x2)	**20%**
Scientific Inquiry/Metric System Quiz	**5%**
Test 1, 2, 3, and 4	**20% (5% each)(on Blackboard)**
Midterm Exam	**17.5% (at Testing Center)**
Final Exam	**17.5% (at Testing Center)**

Homework:

Watch my get started video over the syllabus and homework on blackboard. These assignments have multiple attempts. You **do not** have to complete all attempts, but I do take the **highest score**. Make sure to access your online homework through Blackboard so your grade will be automatically imported into Blackboard. Due dates for all homework are in the syllabus and on Aleks.

Do the homework **after** reading your chapter, watching lecture videos, and filling in the Chapter notes. Try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. You have one for each chapter we cover. Online homework and labs are setup to automatically submit grades at 11:59 PM on the due date.

ALEKS is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what you know and don't know in the course, and then provides instruction on the topics you are most ready to learn. Students who show a high level of mastery in ALEKS will gain the foundation needed to be successful in the overall course. Each of you will have a password-protected student account in ALEKS. Since all records of your work are kept on the ALEKS servers, you can access your account from any computer connected to the Internet.

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You **must** complete the Syllabus Agreement form over the syllabus by the college official reporting Day (ORD) of **June 19th** to be counted as present in the course. *You must complete this assignment by June 18th at 11:59 PM.* If you have not done this assignment you will be **dropped** from the course.

When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember. The link to set up your PJC Dragon Mail is located below if you do not have yours activated yet.
http://www.parisjc.edu/pjc2/main/activate-dragonmail/

All Paris Junior College students have a dedicated email address that serves as a primary method of contact between students and various PJC administrative offices. All PJC students are encouraged to log into their new email account as soon as possible to activate it.
a) Go the PJC web site (www.parisjc.edu)
b) Click "Current Students."
c) Click "Dragon Mail" under Life On Campus on that page.
d) Follow the instructions from there.
e) Check your Dragon Mail account at least once a day.

Lab Assignments and Policies:

The lab average will be a simple average of all lab grades. Safety googles are provided but you can bring your own safety goggles for labs which can be purchased at Home Depot or Lowe's. Other labs may be substituted at the instructor's discretion.

Scientific Inquiry:

This is a group activity and must be completed with one other person like a sibling, parent, or significant other since it is about teamwork or you can contact someone else from the class. A quiz will be given over the metric system. In addition, students will follow through on a research project with the topic being related to the topics that are discussed in this class as a requirement. It is recommended that students will tailor their research project with their major that is related to the chemistry field. This project will be due **August 10th**. The emphasis will be Teamwork, Communication, Critical Thinking, and Empirical/Quantitative skills. Rubrics are available through blackboard. 20 pt extra credit if you video your experiment for the project (make sure to get instructor approval for your scientific inquiry project).

Tests:

Students will take 4 tests on blackboard. Each exam has a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*! Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed. I can see what questions have been viewed. LockDown Browser + Webcam Requirement is mandatory for the tests – must have a webcam and ID. It is the student's responsibility to let me know if you have accommodations.**

Guidelines

When taking an online exam, follow these guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
    - Avoid wearing baseball caps or hats with brims
    - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
    - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
    - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Midterm and Final Exam:

Students will take one Midterm and one Final proctored exam (paper test) at one of the testing centers offered by Paris Junior College or a local testing center close to you. **Email me the information for the testing center if you are using a testing center other than PJC at least one week before the midterm and final exam. Make sure to let the testing center know at least a week in advance to schedule a time (they run out of seats) and make sure they know you get accommodations if you have them. Testing centers other than PJC may charge a testing free and is usually $25-$40 depending on the testing center.** The Midterm Exam covers Chapter 1-4 and the Final Exam covers Chapter 5-9. I will give you a test review for each of these tests. Each exam has a time limit of 90 minutes. I will allow one sheet of notebook paper (both sides) for formulas and things that will help you on the test. I will give you a periodic table for each test. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*!**

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 objectives for natural sciences are:

1. To understand and apply method and appropriate technology to the study of chemistry,
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing,
3. To identify and recognize differences among competing scientific theories,
4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies,
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes (CHEM 1411 Lecture):	**Student Learning Outcomes (CHEM 1411 Lab):**
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. 4. Identify trends in chemical and physical properties of the elements using the Periodic Table. 5. Describe the bonding in and the shape of simple molecules and ions. 6. Solve stoichiometric problems. 7. Write chemical formulas. 8. Write and balance equations. 9. Use the rules of nomenclature to name chemical compounds. 10. Define the types and characteristics of chemical reactions. 11. Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems. 12. Determine the role of energy in physical changes and chemical reactions. 13. Convert units of measure and demonstrate dimensional analysis skills.	Upon successful completion of this course, students will: 1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory. 2. Demonstrate safe and proper handling of laboratory equipment and chemicals. 3. Conduct basic laboratory experiments with proper laboratory techniques. 4. Make careful and accurate experimental observations. 5. Relate physical observations and measurements to theoretical principles. 6. Interpret laboratory results, experimental data, and reach logical conclusions. 7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports. 8. Design fundamental experiments involving principles of chemistry. 9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **July 30, 2025**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, IPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. ***The student will be asked to leave the classroom if they are on their cell phone or laptop per PJC Student Handbook***. Every student should be courteous to other students and the instructor in both lecture and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in 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.*

Common plagiarism cases in Chemistry that must be avoided: Students copy answers from the back of the book, each other, or online websites. Students sharing the same lab report or working on calculations together (collaborating). Students not providing proper in-text citations and sources. Students storing data in their graphing calculator during a quiz, or test.

Artificial Intelligence (AI):

(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonest

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)
You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Very good chemistry tutorial sites:
Youtube: Tyler DeWitt (best videos)
Youtube: Professor Dave Explains (best videos)
http://dbhs.wvusd.k12.ca.us/ChemTeamIndex.html
http://www.chemistrycoach.com/tutorial.htm#tutorials
http://web.jjay.cuny.edu/~acarpi/NSC/index.htm
http://faculty.colostate-pueblo.edu/linda.wilkes/111/
http://www.101science.com/Chemistry.htm
http://www.chemistrycoach.com/home.htm
http://www.learnchem.net/tutorials/stoich.shtm
http://antoine.frostburg.edu/chem/senese/101/tutorials/
http://www.chem1.com/chemed/tutorial.html
http://chemed.chem.purdue.edu/genchem/topicreview/index.html
http://www.chem.ox.ac.uk/vrchemistry/chemistrytv/chemistrytv.html
http://wine1.sb.fsu.edu/chm1045/notes/Geometry/Hybrid/Geom05.htm
https://www.khanacademy.org/science/chemistry

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Scan for Video

Chem 1412.290
General Chemistry II
Summer 2025

Instructor: Mrs. Lisa Shelton
Office: MS 210C
Phone: 903-782-0481
Email: lshelton@parisjc.edu and Blackboard email (Preferred method of contact is Blackboard Email/Messages)
Office Hours: schedule a zoom meeting or schedule a meeting at a PJC campus

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

COVID-19
Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. Per CDC guidelines:

- All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19. Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette.

Masks are no longer required on a PJC campus. However, if you have not been vaccinated, you should consider wearing a mask to protect your own health.

Course Description:

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in the course, including introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Basic laboratory experiments supporting theoretical principles presented in CHEM 1412; experimental design, data collection and analysis, and preparation of laboratory reports. *Credits: SCH = 4 (3 Lecture and 1 Lab)* Pre-requisite: CHEM 1411, High School Algebra 1 & 2, College Algebra, or consent of instructor, or counselor. Co-requisite: None

Required Textbook(s) and Materials:

Good news: your textbook for this class is available for free online! If you prefer, you can also get a print version at a very low cost. Your book is available in web view, PDF for free, or app for your phone. You can also choose to purchase a printed copy at the bookstore. You can use whichever format you want. Web view has a responsive design that works seamlessly on any device. Go to Blackboard - Start Here/Textbook/Materials to see more detailed information.

You will be using McGraw Hill ALEKS for your homework software. ALEKS Homework software can be purchased at bookstore or through the ALEKS website in Blackboard. It is usually much cheaper to purchase online and pick the cheaper $70 for a one-year access. If purchased at the bookstore, look at the bottom of your receipt for a code (may have to enter the code into https://www.redshelf.com/ to get the access code)

Textbook:	https://openstax.org/details/books/chemistry-2e Openstax General Chemistry ISBN is 978-1-59399-578-2
Homework:	McGraw Hill ALEKS ISBN: **9781265688110**
Labs:	Science Interactive LP-5003-CK-01 (HOL Science Interactive)

Note that reliable internet is required. A scientific calculator and webcam is mandatory.

Course Schedules:
Lecture Schedule: See Course Calendar available on Blackboard Tentative.

Chapter 10 Liquids and Solids
Chapter 11 Solutions and Colloids
Chapter 12 Kinetics
Chapter 13 Fundamental Equilibrium Concepts
Chapter 14 Acid-Base Equilibria
Chapter 15 Equilibria of Other Reaction Classes
Chapter 16 Thermodynamics
Chapter 20 Organic Chemistry
Chapter 17 Electrochemistry
Chapter 21 Nuclear Chemistry

Week	Week of	Topics
1	June 9	Syllabus Essentials, Course Introduction, Objectives, Chapter 10 Liquids and Solids
2	June 9	Chapter 11 Solutions and Colloids
3	June 16	Chapter 12 Kinetics; **Test 1**
4	June 23	Chapter 13 Fundamental Equilibrium Concepts
5	June 29	Chapter 14 Acid-Base Equilibria; **Test 2**
6	July 7	**Midterm Exam over Chapter 10, 11, 12, 13, and 14**; Chapter 15 Equilibria of Other Reaction Classes (Ksp)
7	July 14	Chapter 16 Thermodynamics
8	July 21	Chapter 20 Organic Chemistry; **Test 3**
9	July 28	Chapter 17 Electrochemistry
10	August 4	Chapter 21 Nuclear Chemistry; **Test 4**
11	August 12	**Final Exam over Chapter 15, 16, 20, 17 and 21**

Lab Due Dates

Science Interactive Lab Kit or ALEKS Virtual Lab: Labs are subject to change

- Introduction: Due on **6/8 (don't need the lab kit to complete this but must be ordered)**
  Getting Started – Science Interactive Lab
  Lab Safety – Science Interactive Lab
- Chapter 10: Due on **6/22**
  Heating Curve of Coconut Oil - Blackboard
- Chapter 11: Due on **6/22**
  Colligative Properties and Osmotic Pressure Lab - – Science Interactive Lab
- Chapter 12: Due on **6/22**
  Reaction Order and Rate Laws Lab - – Science Interactive Lab
- Chapter 13: Due on **7/6**
  Equilibrium and Le Chatelier's Principle Lab– Science Interactive Lab
- Chapter 14: Due on **7/6**
  Water, pH, and Buffers Lab– Science Interactive Lab
  Determination of the K_a of a Weak Acid Lab– Science Interactive Lab
- Chapter 15: Due on **7/27**
  Determining the K_{sp} of Calcium Hydroxide Lab - Blackboard
- Chapter 16: Due on **7/27**
  Thermodynamics Lab Using Household Chemicals - Blackboard
- Chapter 20: Due on **7/27**
  Naming Organic Compounds-– Science Interactive Lab
- Chapter 17: Due on **8/10**
  Electrochemical Cells and Cell Potentials Lab– Science Interactive Lab
- Chapter 21: Due on **8/10**
  Nuclear Chemistry – Science Interactive Lab

Assignments and Test Due Dates

1. Syllabus Agreement form and Respondus Lockdown Browser Practice Test over the Syllabus and Metric System Quiz from the Scientific Inquiry Project folder(Due 6/8)
2. Chapter 10 Homework (Due 6/22)
3. Chapter 11 Homework (Due 6/22)
4. Chapter 12 Homework (Due 6/22)
5. **Test #1: Chapter 10, 11, and 12 (Due 6/24) Blackboard Respondus Monitoring**
6. Chapter 13 Homework:(Due 7/6)
7. Chapter 14 Homework (Due 7/6)
8. **Test #2: Chapter 13 and 14 (Due 7/8) Blackboard Respondus Monitoring**
9. **Midterm Exam (must be taken at a testing center: over Chapter 10, 11, 12, 13, and 14) (Due 7/11) (Email me contact information of the testing center if using a different testing center than PJC -Paris, Sulphur Springs, or Greenville)**
10. Chapter 15 Homework (Due 7/27)
11. Chapter 16 Homework (Due 7/27)
12. Chapter 20 Homework (Due 7/27)
13. **Test #3: Chapter 15, 16, and 20) (Due 7/29) Blackboard Respondus Monitoring**
14. Chapter 17 Homework (Due 8/10)
15. Chapter 21 Homework (Due 8/10)
16. **Test #4: Chapter 20, and 21) (Due 8/10) Blackboard Respondus Monitoring**
17. **Scientific Inquiry Project and Metric System Quiz (Due 8/10)**
18. **Final Exam (Chapter 15, 16, 17, 20, and 21) (Due 8/13) (must be taken at a testing center)**

Grading:

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

Weighted totals:

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Lab Assignments	**20%**
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When registering in ALEKS, you will need to enter an e-mail and password. Please use your **PJC Dragon E-mail** only and make sure you use a password that you will remember. The link to set up your PJC Dragon Mail is located below if you do not have yours activated yet.
http://www.parisjc.edu/pjc2/main/activate-dragonmail/

All Paris Junior College students have a dedicated email address that serves as a primary method of contact between students and various PJC administrative offices. All PJC students are encouraged to log into their new email account as soon as possible to activate it.

a) Go the PJC web site (www.parisjc.edu)
b) Click "Current Students."
c) Click "Dragon Mail" under Life On Campus on that page.
d) Follow the instructions from there.
e) Check your Dragon Mail account at least once a day.

Lab Assignments and Policies:

The lab average will be a simple average of all lab grades. Safety googles are provided but you can bring your own safety goggles for labs which can be purchased at Home Depot or Lowe's. Other labs may be substituted at the instructor's discretion.

Scientific Inquiry:

This is a group activity and must be completed with one other person like a sibling, parent, or significant other since it is about teamwork or you can contact someone else from the class. A quiz will be given over the metric system. In addition, students will follow through on a research project with the topic being related to the topics that are discussed in this class as a requirement. It is recommended that students will tailor their research project with their major that is related to the chemistry field. This project will be due **August 10th**. The emphasis will be Teamwork, Communication, Critical Thinking, and Empirical/Quantitative skills. Rubrics are available through blackboard. 20 pt extra credit if you video your experiment for the project (make sure to get instructor approval for your scientific inquiry project).

Tests:

Students will take 4 tests on blackboard. Each exam has a time limit of 120 minutes. Make sure that you have printed out a periodic table for the tests. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*! Work on one question at a time and do not view test questions out of order in case you lose Wifi connection. If I have to reopen a test, I will have you start where you left off only for the questions you have not previously viewed. I can see what questions have been viewed. LockDown Browser + Webcam Requirement is mandatory for the tests. It is the student's responsibility to let me know if you have accommodations.**

Midterm and Final Exam:

Students will take one Midterm and one Final proctored exam (paper test) during class time. The Midterm Exam covers Chapter 1-4 and the Final Exam covers Chapter 5-9. I will give you a test review for each of these tests. Each exam has a time limit of 90 minutes. I will allow one sheet of notebook paper (both sides) for formulas and things that will help you on the test. I will give you a periodic table for each test. **You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*!**

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **July 30th**.

Class Conduct:

Please turn off or silence and put away all cell phones, pagers, IPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. ***The student will be asked to leave the classroom if they are on their cell phone or laptop per PJC Student Handbook***. Every student should be courteous to other students and the instructor in both lecture and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

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 objectives for natural sciences are:

1. To understand and apply method and appropriate technology to the study of chemistry,

2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing,
3. To identify and recognize differences among competing scientific theories,
4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies,
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes (CHEM 1412 Lecture):	**Student Learning Outcomes (CHEM 1412 Lab):**
Upon successful completion of this course, students will: 1. State the characteristics of liquids and solids, including phase diagrams and spectrometry. 2. Articulate the importance of intermolecular interactions and predict trends in physical properties. 3. Identify the characteristics of acids, bases, and salts, and solve problems based on their quantitative relationships. 4. Identify and balance oxidation-reduction equations, and solve redox titration problems. 5. Determine the rate of a reaction and its dependence on concentration, time, and temperature. 6. Apply the principles of equilibrium to aqueous systems using LeChatelier's Principle to predict the effects of concentration, pressure, and temperature changes on equilibrium mixtures. 7. Analyze and perform calculations with the thermodynamic functions, enthalpy, entropy, and free energy. 8. Discuss the construction and operation of galvanic and electrolytic electrochemical cells, and determine standard and non-standard cell potentials. 9. Define nuclear decay processes. 10. Describe basic principles of organic chemistry and descriptive inorganic chemistry.	Upon successful completion of this course, students will: 1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory. 2. Demonstrate safe and proper handling of laboratory equipment and chemicals. 3. Conduct basic laboratory experiments with proper laboratory techniques. 4. Make careful and accurate experimental observations. 5. Relate physical observations and measurements to theoretical principles. 6. Interpret laboratory results and experimental data and reach logical conclusions. 7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports. 8. Design fundamental experiments involving principles of chemistry and chemical instrumentation. 9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

Course Policies

I expect every student to come to class prepared to interact with the instructor and other students by listening, discussing, questioning, and taking notes relating to the topic at hand. *Respect your classmates' right to an education.* Give your full attention to the course and to anyone who is speaking to the class as a whole. Avoid creating distractions - do not arrive late, leave during class (unless you have an emergency), pass notes, do any other work, or conduct private conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor. No food /or beverages to class. Please turn off or silence all cell phones, *before* coming into the classroom. It's okay to check the time on your cell phone but cell phone use and laptop use will not be tolerated in the classroom and you may be asked to leave if you do so. No physical violence or threats of physical violence will be tolerated.

Class Conduct:

Please turn off or silence and put away all electronic devices before entering the classroom/laboratory. Every student should be courteous to other students and the instructor in both lecture and laboratory experiences. I will not tolerate rudeness, disruptive behavior, or sleeping during class. No threats of violence or obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook. Students are expected to wipe down surfaces inside the classroom and practice social distancing. This will be appreciated by the school, the community, and your instructor.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in 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*

Common plagiarism cases in Chemistry that must be avoided: Students copy answers from the back of the book, each other, or online websites. Students sharing the same lab report or working on calculations together (collaborating). Students not providing proper in-text citations and sources. Students storing data in their graphing calculator during a quiz, or test.

Artificial Intelligence (AI):
Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Very good chemistry tutorial sites:
Youtube: Tyler DeWitt (best videos)
Youtube: Professor Dave Explains (best videos)
http://dbhs.wvusd.k12.ca.us/ChemTeamIndex.html
http://www.chemistrycoach.com/tutorial.htm#tutorials
http://web.jjay.cuny.edu/~acarpi/NSC/index.htm
http://faculty.colostate-pueblo.edu/linda.wilkes/111/
http://www.101science.com/Chemistry.htm
http://www.chemistrycoach.com/home.htm
http://www.learnchem.net/tutorials/stoich.shtm
http://antoine.frostburg.edu/chem/senese/101/tutorials/
http://www.chem1.com/chemed/tutorial.html
http://chemed.chem.purdue.edu/genchem/topicreview/index.html
http://www.chem.ox.ac.uk/vrchemistry/chemistrytv/chemistrytv.html
http://wine1.sb.fsu.edu/chm1045/notes/Geometry/Hybrid/Geom05.htm
https://www.khanacademy.org/science/chemistry

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

SCAN ME
Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.
This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

Chem 2423.430
Organic Chemistry
Summer 1 2025

Instructor: Mrs. Lisa Shelton
Office: MS 210C
Phone: 903-782-0481
Email: lshelton@parisjc.edu or blackboard (Preferred method of contact Blackboard messages)
Office Hours: schedule a zoom meeting or Greenville campus at 12

Meeting Location: MS 214
Meeting Days: Lecture online; Lab TR
Meeting Times: Lab 8-12

Course Description:
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, as previously listed. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

Credits: SCH = 4 (3 Lecture and 1 Lab)
Prerequisites: General Chemistry I, General Chemistry II (Lecture and Laboratory), and Organic Chemistry II
Co-requisite: None

Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined.

Required Textbook(s) and Materials:
Smith: Organic Chemistry 7e edition.
McGraw Hill ALEKS 360
ISBN: 9781266666650

Note that reliable internet is required. Goggles are provided lab, but you can purchase them at Lowe's or Home depot if you prefer. Scientific calculator is mandatory for all proctored exams.

Required Core Objectives:
Student Learning Outcomes (Core Curriculum-Level)

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

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 objectives for natural sciences are:

1. To understand and apply method and appropriate technology to the study of chemistry,
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
3. To identify and recognize differences among competing scientific theories,

4. To demonstrate knowledge of major issues and problems facing modern science, including issues that touch upon ethics, values and public policies,
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes (Chem 2423 Lecture):	**Student Learning Outcomes (Chem 2423 Lab):**
Upon successful completion of this course, students will: 1. Classify organic compounds by structure, molecular orbitals, hybridization, resonance, tautomerism, polarity, chirality, conformation, and functionality. 2. Identify organic molecules using appropriate organic nomenclature. 3. Describe the principle reactions for syntheses of molecules, ions, and radicals. 4. Describe organic reactions in terms of radical and ionic mechanisms. 5. Describe the use of spectroscopic data to determine the structure of organic molecules. 6. Formulate appropriate reaction conditions for the synthesis of simple organic molecules	Upon successful completion of this course, students will: 1. Perform chemical experiments, analysis procedures, and waste disposal in a safe and responsible manner. 2. Utilize scientific tools such as glassware and analytical instruments to collect and analyze data. 3. Identify and utilize appropriate separation techniques such as distillation, extraction, and chromatography to purify organic compounds. 4. Record experimental work completely and accurately in laboratory notebooks, and communicate experimental results clearly in written reports. 5. Demonstrate a basic understanding of stereochemistry. 6. Classify organic compounds by structure, molecular orbitals, hybridization, resonance, tautomerism, polarity, chirality, conformation, and functionality in laboratory reports. 7. Identify organic molecules using appropriate organic nomenclature in laboratory reports. 8. Perform organic syntheses of molecules. 9. Describe organic reactions in terms of radical and ionic mechanisms in laboratory reports. 10. Use spectroscopic data to determine the structure of organic molecules. 11. Formulate appropriate reaction conditions for the synthesis of simple organic molecules.

Course Requirements and Evaluation:

Grading scale:100 to 89.5--A 89.49 to 79.5--B 79.49 to 69.5--C 69.49 to 59.5--D Below 59.5--F

Weighted totals:
ALEKS Online Homework (25%)
Lab Assignments (25%)
4 Major Tests and Final (50%)

Major Grades:

Tests:
There will be four major tests, a laboratory average, ALEKS (homework) average, and a Final Exam. The major tests will be given at a testing center at one of the testing centers offered by Paris Junior College or a local testing center close to you so that students may have plenty of time (3 hours) to take the major tests. The major tests will cover all lecture material discussed between the major test dates. Material covered on major tests dates in Lecture WILL NOT be on major tests. Major tests must be done in PENCIL and must have work shown. The final exam will be taken during final exam schedule.

Labs:
An example lab report is on Blackboard. A formal lab report is required for labs 3 through 9 (this will be discussed in lab 1). Also, handwritten lab notebooks are required. On **July 3, 2025**, the student's lab notebooks will be turned in for a grade. Lab reports will be graded as a professional judgment grade of the instructor based on the student's

following the Lab report format presented during the first laboratory session. The simple average of labs will count as the lab average.

Homework:
McGraw Hill ALEKS 360 will be used for your homework assignments. You will need to purchase an access code either from the publisher or the book store. These assignments have several attempts. You **do not** have to complete all attempts, but I do take the **highest score**.

Do the homework after reading your chapter and try your best on your first attempt. They are not timed and you can do a little work at a time and then return later. Homework assignments are meant to help you study each chapter after you have read the chapter and taken notes on the learning objectives and key terms. The questions in them are great to study for exams! You will see repeat questions on your exams from the homework. You have one for each chapter we cover.

You may NOT use your textbook on the test, but you may use any kind of calculator *other than a cell phone calculator*! You will need a periodic table for each major test—print one out (from BlackBoard) and bring it to class to use on the test.

Entering Your Course:
ALEKS is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what you know and don't know in the course, and then provides instruction on the topics you are most ready to learn. Students who show a high level of mastery in ALEKS will gain the foundation needed to be successful in the overall course. Each of you will have a password-protected student account in ALEKS. Since all records of your work are kept on the ALEKS servers, you can access your account from any computer connected to the Internet.

In this course, you will be required to use ALEKS to help you master course content. Your work in ALEKS will constitute a **significant part of your final grade** in the course, so be sure to start ALEKS early in the term. ALEKS is very unfriendly to procrastinators; don't wait until the last minute to finish an ALEKS assignment as an automated progress assessment may interrupt your timing. I have linked you to these ALEKS assignments in Blackboard under the **Content** . Click on the Chapter 1 homework link and you will then be directed to ALEKS where you **must register** for the ALEKS course. How to register is described in detail under your **Start Here Tab** in Blackboard. After Registration you will take a brief Tutorial, or introduction to the ALEKS interface. It shows you how to enter the various kinds of answers that you may be asked to provide in ALEKS.

You **must** complete the Syllabus Agreement form by the college official reporting Day (ORD) of **June 5th** to be counted as present in the course. *You must complete this assignment by June 4th at 11:59 PM*. If you have not done this assignment you will be **dropped** from the course.

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conversations during class. Students who persist in these behaviors may be asked to leave the class. Don't bring visitors unless approved by the instructor. No food /or beverages to class. Please turn off or silence all cell phones, *before* coming into the classroom. No physical violence or threats of physical violence will be tolerated.

Class Attendance:

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. For online courses, students must complete work in a timely manner and follow due dates. LAST DAY TO DROP with a "W" is **July 2, 2025**. If absent, for any reason, are still responsible for lecture/lab materials covered during the absence and any required assignments that were due. Please contact your instructor as early as possible if you are absent so that you remain current in the course. Excessive absences will ultimately hinder your success in this course!

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(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonest

ADA Statement:

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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)
You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Schedules:

Lecture Schedule: See Course Calendar available on Blackboard (Chapters 1-11) Tentative.

Chapter 1: Structure and Bonding
Chapter 2: Acids and Bases
Test 1: Chapter 1 and 2
Chapter 3: Introduction to Organic Molecules and Functional Groups
Chapter 4: Alkanes
Test 2: Chapter 3 and 4
Chapter 5: Stereochemistry
Chapter 6: Understanding Organic Reactions
Test 3: Chapter 5 and 6
Chapter 7: Alkyl Halides and Nucleophilic Substitution
Chapter 8: Alkyl Halides and Elimination Reactions
Chapter 9: Alcohols, Ethers, and Related Compounds
Test 3: Chapter 7, 8, and 9
Chapter 10: Alkenes and Addition Reactions
Chapter 11: Alkynes and Synthesis
Final Exam: Chapter 10 and 11

Week	Week of	Labs
1	June 2	Tuesday: Lab 1 – Lab Safety, Lab Notebook, Lab Reports, Safety Quiz Lab 2 – Molecular Models
		Thursday: Lab 3 – Properties of Hydrocarbons Lab
2	June 9	Tuesday: Lab 4 – Identifying An Organic Compound by Melting Point/Boiling Point.
		Thursday: Lab 5 – Thin Layer Chromatography - TLC
3	June 16	Tuesday: Lab 6 – Synthesis, isolation, purification of ester Lab
		Thursday: Lab 7 – Cis and Trans Lab Lab 8 – Polarimeter Lab
4	June 23	Tuesday: Lab 9 – Steam Distillation of Cinnamon
		Thursday: Lab 10 – Saponification
5	June 30	Tuesday: Lab 11 – Dehydration of an alcohol to an alkene
		Thursday: makeup
6	July 7-8	Final Exam

Week	Week of	Topics	Assignments and Due Dates
1	June 2	Chapter 1: Structure and Bonding Chapter 2: Acids and Bases	Syllabus Agreement Form (Due 6/4) Chapter 1 and 2 Homework (Due:6/8) **Test 1 (Due 6/13) at a testing center**
2	June 9	Chapter 3: Introduction to Organic Molecules and Functional Groups Chapter 4: Alkanes	Chapter 3 and 4 Homework (Due: 6/15) **Test 2 (Due 6/20) at a testing center**
3	June 16	Chapter 5: Stereochemistry Chapter 6: Understanding Organic Reactions	Chapter 5 and 6 Homework (Due: 6/22) **Test 3 (Due 6/27) at a testing center**
4	June 23	Chapter 7: Alkyl Halides and Nucleophilic Substitution Chapter 8: Alkyl Halides and Elimination Reactions Chapter 9: Alcohols, Ethers, and Related Compounds	Chapter 7, 8, and 9 Homework (Due: 6/29) open note **Test 4 Online Test (Due 7/2)**
5	June 30	Chapter 10: Alkenes and Addition Reactions Chapter 11: Alkynes and Synthesis	Chapter 10 and 11 Homework (Due: 7/6)
6	July 7-8	Final Exam: Chapter 10 and 11 Due 7/8 at testing center	

Read the chapter, watch the lecture videos and take notes, watch the test review for that chapter, and do the homework in that order.

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SCAN ME

Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

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Scan for Video

Paris Junior College Syllabus

Year	2024-2025
Term	Sum I
Section	200

Faculty	Alex Peevy
Office	AD125B
Phone	903 782 0321
email	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

Media, Society, Culture, and You (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

Week	Content Due	Topic Study	
Week 1	First Assignment	Introduction	
Week 2	Unit 1 Test	Media Theory	
	Unit 1 Assignment	Books	
Week 3	Unit 2 test	News Papers	
		Magazines	
	Unit 2 Assignment	Music/Radio	
		Film	
Week 4	Unit 3 Test	Television	
	Unit 3 Assignment	Video Games	
Week 5	Unit 4 Test	Internet	
	Unit 4 Assignment	Advertising/PR	
Week 6		Media Ethics	
		Media Law	Unit 5 Test
	Course Final		

Evaluation methods	5 Essay assignments 70% 5 Unit Exams 30% TOTAL 100%

COMM 1307 160

Introduction to Mass Communication

Summer 1 2025

Instructor: Alex Peevy

Office: AD125B (Paris)
Phone: 903-782-0321
Email: apeevy@parisjc.edu
Zoom meetings may be scheduled upon request

Course Description: Survey of basic content and structural elements of mass media and their functions and influences on society. *Credits:3 SCH = 3 lecture Hours*

TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course features a free OPEN SOURCE textbook. The Textbook and all course materials may be found be accessed through Blackboard.

Core Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Social Responsibility--to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Course-Level):

1. Demonstrate understanding of the fundamental types, purposes, and relevance of mass communication.
2. Demonstrate understanding of mass media in historic, economic, political, and cultural realms.
3. Demonstrate understanding of the business aspects of mass media and the influence of commercialism.
4. Demonstrate understanding of evolving media technologies and relevant issues and trends.
5. Demonstrate understanding of mass media values, ethics, laws, and industry guidelines.
6. Demonstrate understanding of globalization of mass media.
7. Demonstrate understanding of media effects on society.

During the course, students will complete five unit tests and five written assignments that reflect the content and nature of one or more topics in media. The unit 5 essay will be your end-of-term final.

Course Content and Evaluation			
Unit 1: Media Consumption Analysis	10%	90%-100%=	A
Unit 2: Media Literacy Assignment	15%	80%-89%=	B
Unit 3: Podcast Analysis	15%	70%-79%=	C
Unit 4: New Media Discussion	10%	60%-69%=	D
Unit 5: Media Law/Final	20%	0%-59%=	F
Testing	30%		
Total	**100%**		

Course Policies:

- Testing will not be reopened for failure to complete by the due date/time.
- Internet access and/or software issues will not be considered for late submissions or missed testing.
- Written/Oral Assignments may receive partial credit if submitted no more than three days after the due date.
    - Late submissions will receive a grade reduction.
- *Exceptions to late submission policies may be made in unavoidable emergency circumstances. Students should contact their instructor immediately if such an emergency occurs. Concessions will require legitimate documentation and will be credited at the instructor's discretion.*

Class Attendance: Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is July 2nd.

Class Conduct: Students will respectfully conduct themselves at all times. Any communication between other students will be presented in a supportive nature conducive to a constructive learning environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty: In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence (AI): In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You may return to your normal activities when, for at least 24 hours, both are true:

I. Your symptoms are getting better overall, and
II. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Schedule:

The instructor reserves the right to alter the course schedule if deemed necessary. Students will be given advanced notice of any adjustments to the schedule.

Week	Content Due	Due Date	Topic study	Module Study
Week 1	First Assignment	6/4	Introduction	Module 1
Week 2	Unit 1 Test	6/9	Media Theory	Module 2
	Unit 1 Assignment	6/9	Books	Module 3
Week 3	Unit 2 Test	6/16	News Papers	Module 4
	Unit 2 Assignment	6/16	Magazines	Module 5
Week 4	Unit 3 Test	6/23	Music/Radio	Module 6
	Unit 3 Assignment	6/23	Film	Module 7
	--	--	Television	Module 8
Week 5	Unit 4 Test	6/30	Video Games	Module 9
	Unit 4 Assignment	6/30	Internet	Module 10
Week 6	Unit 5 Test	7/7	Advertising/PR	Module 11
	Final Essay	7/7	Media Ethics	Module 12
	--	--	Media Law	Module 13

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SCAN ME

Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

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Scan for Video

COMM 1307 160

Introduction to Mass Communication
Summer 1 2025

Instructor: Alex Peevy

Office: AD125B (Paris)
Phone: 903-782-0321
Email: apeevy@parisjc.edu
Zoom meetings may be scheduled upon request

Course Description: Survey of basic content and structural elements of mass media and their functions and influences on society. *Credits:3 SCH = 3 lecture Hours*
TSI Requirement: 351 R, 340 W. Prerequisite(s): None

Required Textbook(s) and Materials: This course features a free OPEN SOURCE textbook. The Textbook and all course materials may be found be accessed through Blackboard.

Core Goals and Objectives: Core Course Competencies

- Demonstrate Critical Thinking Skills--to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Demonstrate Communications Skills--to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Demonstrate Social Responsibility--to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Demonstrate Personal Responsibility—to include the ability to connect choices, actions and consequences to ethical decision-making.

Student Learning Outcomes (Course-Level):

1. Demonstrate understanding of the fundamental types, purposes, and relevance of mass communication.
2. Demonstrate understanding of mass media in historic, economic, political, and cultural realms.
3. Demonstrate understanding of the business aspects of mass media and the influence of commercialism.
4. Demonstrate understanding of evolving media technologies and relevant issues and trends.
5. Demonstrate understanding of mass media values, ethics, laws, and industry guidelines.
6. Demonstrate understanding of globalization of mass media.
7. Demonstrate understanding of media effects on society.

During the course, students will complete five unit tests and five written assignments that reflect the content and nature of one or more topics in media. The unit 5 essay will be your end-of-term final.

Course Content and Evaluation			
Unit 1: Media Consumption Analysis	10%	90%-100%=	A
Unit 2: Media Literacy Assignment	15%	80%-89%=	B
Unit 3: Podcast Analysis	15%	70%-79%=	C
Unit 4: New Media Discussion	10%	60%-69%=	D
Unit 5: Media Law/Final	20%	0%-59%=	F
Testing	30%		
Total	**100%**		

Course Policies:

- Testing will not be reopened for failure to complete by the due date/time.
- Internet access and/or software issues will not be considered for late submissions or missed testing.
- Written/Oral Assignments may receive partial credit if submitted no more than three days after the due date.
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Course Schedule:

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Scan for Video

Paris Junior College Syllabus

Year	2024-2025
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 Conceptsand 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 Quering a Database, Database Assessment and Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus

Year	2024-2025
Term	Summer I
Section	265

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

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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 Quering a Database, Database Assessment and Final Exam

Evaluation methods

40% EXAMS
40% Lab Project
20% Quizzes

Paris Junior College Syllabus

Year	2024-2025
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	2024-2025
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	2024-2025
Term	Summer Extended
Section	290

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

Course	DFTG 1325
Title	Blueprint Reading and Sketching

Description

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

Textbooks

Print Reading for Industry, 11th Edition
By: Walter C. Brown, Ryan K. Brown
ISBN: 978-1-64564-672-3

Student Learning Outcomes (SLO)

Interpret working drawings including dimensions, notes, symbols, sections, and auxiliary views; and sketch pictorials and multi-view drawings.

Schedule

Week 1-Prints: the language of industry
Week 2-Line conventions and lettering
Week 3-Title blocks and parts lists
Week 4-Geometric terms and construction
Week 5-Multiview drawings
Week 6-Dimensioning
Week 7-Section views
Week 8-Auxiliary views
Week 9-Applied math & measurement tools
Week 10-Tolerancing
Week 11-Machine specifications and notes
Week 12-Drawing revision system
Week 13-Detail drawings
Week 14-Assembly drawings
Week 15-Review
Week 16-Finals

Evaluation methods

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

Paris Junior College Syllabus

Year	2024-2025	Faculty	Chris Malone
Term	Summer Extended	Office	WTC - Room 1101
Section	290	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	2025-2026
Term	Summer
Section	190

Faculty	Ashley Flanagan
Office	WTC 1006
Phone	903-782-0250
email	aflanagan@parisjc.edu

Course	DMSO 2305
Title	Sonography of Obstetric/Gynecology

Description

Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Textbooks

Textbook of Diagnostic Sonography, Volume II; Hagen-Ansert
ISBN 9780323826464
Workbook for Textbook of Diagnostic Sonography
ISBN 9780323441834

Student Learning Outcomes (SLO)

After completion of the course, the graduate will be able to:

1. Identify the sonographic appearances of normal and abnormal female pelvis.
2. Identify normal and abnormal obstetrical findings.
3. Demonstrate appropriate scanning techniques using standard protocols.
4. Evaluate patient history and laboratory data as it relates to sonography.
5. Demonstrate Patient transfers and movements.
6. Demonstrate patient/technologist interactions
7. Demonstrate proper history taking.
8. Identify safety and transfer positioning.

Schedule	Week 1-Syllabus Review Unit 1 First Trimester; Chapter 21 (Curry) Week 2-Unit 1 Continued; Ch21 Quiz Chapter 47 & 48 (Hagen-Ansert) Week 3-Unit 1; Quiz 2 Chapter47 & 48 Week 4-Exam 1 (unit 1); Begin Unit 2 Week 5-Unit 2 continued; Quiz 3 Week 6-Project discussion/ Week 7-Quiz 4 Chapt 23; unit 2 continued Week 8-Exam 2 Unit 2 Week 9-Exam 3 Unit 2 Week 10-Project Presentation Week 11 Final Exam
Evaluation methods	Exams 50% Quizzes 30% Lab Assignments 10% Final Exam 10%

DMSO 2305.*190*
Sonography of Obstetrics/Gynecology
2nd Semester Summer 2025

Instructor: **Ashley Flanagan**
Office: **2**
Phone: **903-782-0250**
Email: **aflanagan@parisjc.edu**
Office Hours: 8:00-4:00

Meeting Location: **Annex 1**
Meeting Days: **Wednesday**
Meeting Times: **9:00-11:00**
Lab: **2:00-6:00**

Course Description:
Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.
Credits: SCH = 2 lecture and 4 laboratory hours per week

Required Textbook(s) and Materials:
Sonography: Introduction to Normal Structure and Function
ISBN 9780323661355
Textbook of Diagnostic Sonography, Ninth Edition Volume 2
ISBN: 978-0-323-82761-4
Workbook for Textbook of Diagnostic Sonography
ISBN: 978-0-323-82646-4
Workbook and Lab Manual Sonography: Introduction to Normal Structure and Function
ISBN 9780323709477

Course Goals and Objectives:
1. Identify the sonographic appearances of normal and abnormal female pelvis
2. Identify normal and abnormal obstetrical findings
3. Demonstrate appropriate scanning techniques using standard protocols
4. Evaluate patient history and laboratory data as it relates to sonography.

Course Outcomes:
Identify the sonographic appearances of normal and abnormal female pelvis; identify normal and abnormal obstetrical findings; demonstrate appropriate scanning techniques using standard protocols; and evaluate patient history and laboratory data as it relates to sonography.

Course Requirements and Evaluation:
In order to pass DMSO 2305, the student must complete all objectives and achieve a final average grade of **74.5** or higher:

Exams	50%
Quizzes	30%
Final Exam	10%
Lab Assignments	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of "D", or lower for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day.
Missed quizzes cannot be made up and will result in a grade of zero.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades.

No extra credit will be offered.

Class Attendance:

The last day to withdraw with a "W" is July 30, 2025. Diagnostic Medical Sonography students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of diagnostic sonography:

1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend clinical because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing 60 minutes or less of classroom during a given day will receive a tardy. Students missing more than 60 minutes will be given an absence. A tardy or absence such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Permission to enter the classroom will be left to the discretion of the classroom instructor.
    A. Students must demonstrate accountability. If a student reports to the classroom with an illness which may pose a threat to others, he/she will be dismissed from the classroom and will receive an absence.
5. Students who are absent will be required to make up lab hours if required.
    A. Should the student miss the make-up hours it will be considered an absence.
6. Students missing any time after three (3) absences per course per semester must, upon return to school, make a request to the Program Coordinator or the Director of Health Occupations, to discuss absences and meet with the extenuating circumstance committee. The student must provide supporting evidence to validate the necessity of the absence.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the classroom, that individual must notify the instructor/college by telephone. When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student should then convey his/her message be relayed to the instructor when he/she arrives. The student must obtain the name and position of the person contacted about the absence. Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

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

Academic Honesty:
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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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COURSE SCHEDULE

LESSON PLAN

WEEK 1 **06/04**	**WELCOME BACK!** Syllabus Review **UNIT 1 FIRST TRIMESTER** Chapter 21(Curry) Chapter 47, 48, & 50 (Hagen-Ansert)
WEEK 2 **06/11**	**Quiz #1** Chapter 21 UNIT 1 continued (Ch. 47 &48) **Discuss Project**
WEEK 3 **06/18**	**Quiz #2** (47 &48) UNIT 1 continued (Ch. 50)
WEEK 4 **06/25**	**Exam 1 (UNIT 1) FIRST TRIMESTER** **UNIT 2** **2ND & 3RD TRIMESTER** Chapter 22, 23, 24, (Curry) Chapter 46, 52, 53 (Hagen-Ansert)
WEEK 5 **07/02**	**Quiz # 3** Chapter 22 UNIT 2 continued
WEEK 6 **07/09**	**Work on Project Presentation & Case Studies**
WEEK 7 **07/16**	**Quiz #4** Chapter 23 Unit 2 continued
WEEK 8 **07/23**	**Exam 2 UNIT 2** (Chap 22, 23, 24) UNIT 2 continued
WEEK 9 **07/30**	**Exam 3 UNIT 2** (Chapter 52 & 53)
WEEK 10 **08/06**	Makeup lecture for missed chapters **PROJECT PRESENTATION & REVIEW**
WEEK 11 **08/13**	**FINAL EXAM**

You will be expected to read the assigned content from the chapters before each class. Please reference your content sections, because it may not always be necessary to read the entire chapter. Expect a quiz each week. Missed quizzes result in a ZERO grade. Each exam may be comprehensive. The instructor reserves the right to modify this syllabus at any time.

Paris Junior College Syllabus

Year	2025	Faculty	Tiana Reaves
Term	Summer	Office	Annex 1
Section	190	Phone	903-782-0494
		email	treaves@parisjc.edu

Course DMSO 1261.190

Title Clinical -Diagnostic Medical Sonography/Sonographer and Ultrasound Technician

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

Pocket Protocols for Sonography
ISBN- 9781455773220

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to: 1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures 2. Regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry

Schedule

Week 1- 11 Clinical Rounds/Lab

Evaluation methods

Course grade will depend on the number of points in each of the following categories:
Competencies
Patient Care
Professionalism
Knowledge/Skills

Paris Junior College Syllabus

Year	2025	Faculty	Tiana Reaves
Term	Summer	Office	Annex 1
Section	190	Phone	903-782-0494
		email	treaves@parisjc.edu

Course DMSO 2353

Title Sonography of Superficial Structures

Description

Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Textbooks

Textbook of Diagnostic Sonography
Set - ISBN 9780323826464
Work book for Textbook of Diagnostic Medical Sonography
ISBN 9780323826501

Student Learning Outcomes (SLO)

Identify sonographic appearance of normal and abnormal superficial structures; demonstrate ergonomic scanning techniques using standard protocol guidelines; and evaluate patient history and laboratory data as it relates to superficial structures.

Schedule

06/05 Thyroid / Pathology
06/12 Quiz #1 Thyroid - Introduce Breast
06/19 Quiz #2 Breast - Introduce Scrotal/Penile
06/26 Exam 1 - Thyroid, Breast, Scrotal- Introduce MSK, Assign Interventional Procedures Group Projects
07/03 Case Studies Assigned, practice group project
07/10 Present Interventional Procedures for Quiz #3 grade
07/17 Exam 2 - MSK, Interventional Procedures
07/24 Introduce Pediatric brain, spine
07/31 Pediatric hip
08/07 Exam 3 - Pediatric hip, brain, spine, Review for Final

Evaluation methods

Exams 50%
Quizzes 30%
Final Exam 10%
Lab Assignments 10%

1310.275
Theater Appreciation
Summer Mini 2025

Instructor: William **Walker**
Office: ADM **158**
Phone: 903**-782-0488**
Email: wwalker@parisjc.edu
Office Hours: MW – 10:00-1:00

Meeting Location: INTERNET
Meeting Days: INTERNET
Meeting Times: INTERNET

Course Description:

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms.
Credits: 3.2.*4*
TSI Requirement: 350 M, 351 R, 340 W.

Prerequisite(s): Basic computer skills

Required Textbook(s) and Materials:

Mitchel, Charlie. *Theatrical Worlds*. (Included in the class in PDF format.)
Miller, Arthur. *The Crucible*. (Included in the class in PDF format.)
Sophocles. *Oedipus Rex*. (Included in the class in PDF format.)

Course Goals and Objectives:

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.

Required Core Objectives

Outcomes (Core Curriculum-Level):

1. Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis evaluation and synthesis of information.
2. Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral and visual communication.
3. Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

"Success is not final; failure is not fatal: It is the courage to continue that counts."
—Winston Churchill

Outcomes (Program Level)

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

1. Show proficiency with the basic usage of hardware and equipment associated to various technical theatre areas in a safe manner while being able to correctly identify and utilize technical theatre terminology.
2. Demonstrate proficiency in character development through physical and vocal techniques and character analysis.
3. Identify the major stages of development in various dramatic forms in Western and Eastern cultures.

Outcomes (Course Level):

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

1. Analyze theater through written responses to play texts and/or live performance.
2. Demonstrate a basic knowledge of theater history and dramatic works.
3. Describe the collaborative nature of theater arts.
4. Demonstrate the relationship of the arts to everyday life as well as broader historical and social contexts.

Important Dates:

May 12, 2025: First Day of Class

May 13, 2025: Official Reporting Day

May 27, 2025: Last day to drop with a "W."

May 28, 2025: All Assignments close at 11:59 PM

May 29, 2025: Final Exam

May 30, 2025: Grades are due.

Course Schedule:

START HERE – Roadmap of the Course (May 12-May 28)

- Instructor Information
- Syllabus
- First Assignment Syllabus Quiz - ***Due by May 28 at 11:59 PM***

WHO AM I? – A Tell Me a Little Bit About Yourself Exercise (May 12-May 28)

- Welcome to the Module
- Who Am I? Assignment - ***Due by May 28 at 11:59 PM***

MODULE 1A – From **the Beginnings (May 12-May 28)**

- Module Expectations

"Success is not final; failure is not fatal: It is the courage to continue that counts."

—Winston Churchill

- PowerPoint
- PowerPoint Quiz - ***Due by May 28 at 11:59 PM***

<u>OEDIPUS REX MODULE</u> – (May 12-May 28)

- Module Expectations
- Read *Oedipus the King*
- *Oedipus the King* Quiz - ***Due by May 28 at 11:59 PM***
- Discussion *Oedipus the King* - ***Due by May 28 at 11:59 PM***

<u>MODULE 1B</u> – Theatrical Influencers of the Renaissance (May 12-May 28)

- **Module Expectations**
- **PowerPoint**
- **PowerPoint Quiz** - ***Due by May 28 at 11:59 PM***

<u>MODULE 2</u> – **Theater: East & West (May 12-May 28)**

- Module Expectations
- PowerPoint
- PowerPoint Quiz - ***Due by May 28 at 11:59 PM***

<u>MODULE 3</u> – **The What and the Who (May 12-May 28)**

- Module Expectations
- PowerPoint
- PowerPoint Quiz - ***Due by May 28 at 11:59 PM***

<u>THE CRUCIBLE MODULE</u> – (May 12-May 28)

- Module Expectations
- Read *The Crucible*
- *The Crucible* Quiz - ***Due by May 28 at 11:59 PM***
- Discussion *The Crucible* - ***Due by May 28 at 11:59 PM***

<u>MODULE 4</u> – **Evolution of Musical Theater (May 12-May 28)**

- Module Expectations
- PowerPoint
- PowerPoint Quiz - ***Due by May 28 at 11:59 PM***

<u>WRITING MODULE</u> – **Putting into Practice (May 12-May 28)**

- Welcome to the Writing Module
- Live Performance Review and Selfie - ***Due by May 28 at 11:59 PM***

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—Winston Churchill

- ***Musical Movies List***

Final Exam – (*May 29, 2025*)

Course Requirements and Evaluation:

This course will require students to watch theatre, write objective reviews; complete quizzes and discussions based on readings, watch videos, write an essay and create a PowerPoint presentation based on that essay, write and submit a formal email with a file attached, and take a mid-term and 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: In an emergency room for multiple 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 public library, Internet cafés, or friends.

IF YOU ARE LATE FOR AN ASSIGNMENT THERE IS NO MAKEUP UNLESS IT IS DUE TO VERIFIABLE ILLNESS OR PERSONAL/FAMILY EMERGENCY.

Grade Evaluation

Who Am I? Assignment	**10%**
Quizzes Average	**15%**
Final Exam	**15%**
Discussions & Responses	**20%**
Performance Review & Selfie	**40%**

Grading Procedures

1) **Who Am I? Assignment (10% of Course Grade):**
   - This assignment consists of a short (approx. half page) biography of the student and a picture of the student either doing something they love or a favorite picture of themselves that is inserted at the end of the biography. These must be a singular document and not two individual documents to receive full credit.

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—Winston Churchill

2) **<u>Quizzes</u> (15% of Course Grade):**

- Students will complete short quizzes based on the readings of *Oedipus Rex* by Sophocles, and *The Crucible* by Arthur Miller, and Modules 1 – 4.

3) **<u>Final Exam</u> (15% of Course Grade)**:

- The final exam will consist of a collection of comprehensive questions covering the entire course.

4) **<u>Discussion Posts & Responses</u> (20% of Course Grade):**

- Students will go to the Paris Junior College website and access the Blackboard platform.
- Upon finding and selecting this course the students will utilize the Navigation panel to the left to search and find their Module Assignments.
- Students will search the Module Assignments for the Discussion Assignments in each, open, and complete.
- All members of the course will participate in discussion threads in class throughout the semester.
- Each student will post an initial response to a discussion question given by the instructor online through Blackboard and then respond to one other class member's post.
- That is a total of 2 posts per discussion.
- **<u>All responses must contribute to the nature of discussion, therefore there will be no credit given to responses such as "I agree", "Well stated", etc</u>**.
- We want to cultivate original thoughts and ideas.
- **<u>The posts are worth 50 points each, which gives you 100 points for each online discussion participated in.</u>**
- *Substantial posts beyond the required two per question will receive extra credit based on the discretion of the instructor.*

5) <u>Performance Review with Selfie</u> (40% of Course Grade):

- All students are required to watch one performance (music movie list provided) over the course of the semester and then fill in the associated Google form (link provided in assignment).
- The form consists of short and long answer questions as well as a place for you to upload your selfie.
- The grade for this assignment is in the details. Give as many specific details for each question that asks for them.

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—Winston Churchill

- Google Form must be submitted by the stated due date, no computer problems, no emails, and no excuses.
- **Copy/Pate the Submission Message you receive into the "Create Submission" box on the submission page for this assignment.**

NOTE: I strongly suggest that you complete this assignment as soon as possible.

6) **Extra Credit**:

a) Extra Credit is at the discretion of the instructor, who shall accept or deny such requests.

Course Policies:

1) **Email Response Time**: If an email was sent Monday – Thursday, expect a response within 24 hours. If the email was sent Friday – Sunday, expect an answer on Monday.
2) **Faculty Classroom Policies**
   - **Communication:** All communication outside of class time and work/lab hours will take place through your Dragon Mail. Log into each and check for messages and updates daily.
   - **Emailing me is the quickest way to get in touch with me as I am in and out of the office often doing theatre business. I check my emails daily.**
3) **Classroom Etiquette and Policies:**
   - Students who fail to meet the etiquette standards for the course may be dismissed for a class period (**counted as an unexcused absence**), receive a reduced grade, or be dropped from the course at the instructor's discretion.
   - **Students are expected to treat faculty and classmates with respect.**
   - Students who arrive more than 15 minutes late will be counted as absent (unexcused) and may not be permitted to enter the classroom and disrupt the learning of others.
   - All early exits must be met with the approval of the instructor **before** class.
   - Food and drinks brought into the classroom must be disposed of properly when finished at the end of class. Please keep your area clean, as others must use it as well. Keep in mind: If you bring it in, you take it out.
   - Participating in distracting or dangerous behaviors such as crosstalk, combative discussion, sleeping, unrelated activities, packing up early, will not be condoned.

Students are expected to be knowledgeable about and follow all policies and procedures defined in the PJC student handbook. http://www.parisjc.edu/downloads/student-

Class Attendance:

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

initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *May 27, 2025*.

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

"Success is not final; failure is not fatal: It is the courage to continue that counts."
—Winston Churchill

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

SCAN ME

Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

"Success is not final; failure is not fatal: It is the courage to continue that counts."
—Winston Churchill

Paris Junior College Syllabus

Year	2025
Term	Summer Mini
Section	275

Faculty	William Walker
Office	ADM 158
Phone	903-782-0488
email	wwalker@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.
Credits: 3.2.4
TSI Requirement: 350 M, 351 R, 340 W.

Textbooks

Mitchel, Charlie. Theatrical Worlds. (Included in the class in PDF format.)
Miller, Arthur. The Crucible. (Included in the class in PDF format.)
Sophocles. Oedipus Rex. (Included in the class in PDF format.)

Student Learning Outcomes (SLO)

Course Goals and Objectives:
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:
START HERE – Roadmap of the Course (May 12-May 28)
•Instructor Information
•Syllabus
•First Assignment Syllabus Quiz - Due by May 28 at 11:59 PM
WHO AM I? – A Tell Me a Little Bit About Yourself Exercise (May 12-May 28)
•Welcome to the Module
•Who Am I? Assignment - Due by May 28 at 11:59 PM
MODULE 1A – From the Beginnings (May 12-May 28)
•Module Expectations
•PowerPoint
•PowerPoint Quiz - Due by May 28 at 11:59 PM
OEDIPUS REX MODULE – (May 12-May 28)
•Module Expectations
•Read Oedipus the King
•Oedipus the King Quiz - Due by May 28 at 11:59 PM
•Discussion Oedipus the King - Due by May 28 at 11:59 PM

Evaluation methods

Grade Evaluation
Who Am I? Assignment 10%
Quizzes Average 15%
Final Exam 15%
Discussions & Responses 20%
Live Performance Review & Selfie 40%

Grading Procedures
1) Who Am I? Assignment (10% of Course Grade):
• This assignment consists of a short (approx. half page) biography of the student and a picture of the student either doing something they love or a favorite picture of themselves that is inserted at the end of the biography. These must be a singular document and not two individual documents to

ECON 2302.460-560
Principles of Microeconomics
Fall 2023 – Flex B

Instructor: Jeffrey C. Tarrant
Office: GC 207
Phone: 903.870.8720
Email: jtarrant@parisjc.edu

Meeting Location: GC 123
SSC 107
Meeting Days: Monday and Wednesday
Meeting Times: 9:30-10:45

Office Hours: MW 11-12; 12:30-2:00
TR 9:30-11:00
F 10:00-12:00

COVID-19
Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. Per CDC guidelines:

- All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19. Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette.

Masks are no longer required on a PJC campus. However, if you have not been vaccinated, you should consider wearing a mask to protect your own health.

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

Prerequisite(s): None

Required Textbook(s) and Materials:
Principles of Microeconomics, v4.0. Libby Rittenberg, Alan Grant andTimothy Tregarthen. FlatWorld Knowledge. September 2021. **ISBN (Digital):** 978-1-4533-3905-3.
Standard calculator.
Face-to-face sections will also need one Scantron, Form No. 882-E.

Course Objectives:
1. Upon successful completion of this course, students will:
2. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
3. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.

4. Summarize the law of diminishing marginal utility; describe the process of utility maximization.
5. Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.
6. Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.
7. Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.
8. Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.
9. Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

Core Course Competencies:

1. Communicate effectively when speaking/writing.
2. Demonstrate mathematical skills.
3. Think critically for problem solving, including evaluation and inquiry.
4. Identify the relationship between self and community, including self-awareness, personal responsibility, and the development of social and cultural competencies.

Course Schedule:

Week 1-Syllabus
Supply and Demand
Applications of Supply and Demand
Week 2-Elasticity: A Measure of Response
Markets, Maximizers, and Efficiency
Week 3-The Analysis of Consumer Choice
Production and Cost
Week 4-Competitive Markets for Goods and Services
Monopoly
Week 5-The World of Imperfect Competition
Factor Markets
Week 6-Public Finance and Public Choice
International Trade
Week 7-The Economics of the Environment and Natural Resources
Inequality, Poverty, and Discrimination
Week 8-Comprehensive Final Exam: **Wednesday, December 13.**

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

Course Requirements and Evaluation:

Letter grades will be assigned on the following scale:

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

Average will be calculated with the following formula:
Participation = 10%
Chapter Quizzes = 10%
4 Exams = 50%
Two Project Grades = 20%
Written paper = 10%

Curving Grades: Curves for specific assignments or exams will not be given. However, the instructor may, at his discretion, curve the final course grade. **It should not be assumed that a curve will be applied.**

Note for High School Students: At the end of the semester, a number grade will also be provided to the records department. Please keep in mind 100 is the maximum grade in this class.

Course Policies:
Email is the preferred method of contacting the instructor. If an email or voice message was sent or left Monday – Wednesday, expect a response on the following business day with the exception of holidays and closures. If the email or voice message was sent or left Thursday – Sunday, expect an answer on Monday with the exception of holidays and closures. ***Dragonmail is the primary contact email for students. Please check this account daily. In addition, please check Announcements in Blackboard daily.***

If a student misses an exam, the grade for the final exam will replace the missing grade. However, this privilege will only be used once during the semester, unless otherwise determined by the instructor. If a student misses a second exam, he/she should contact the instructor as soon as possible to discuss options; otherwise, the grade will be a zero. If the student intends to miss the final exam, he/she should contact the instructor as soon as possible. A missed final exam will count as a zero, unless prior arrangements are made with the instructor.

A grade of Incomplete will only be given in extreme circumstances. It is the responsibility of the student to request an Incomplete before completion of exams or assignments. Otherwise, failure to complete assignments prior to the due date will result in a zero on that assignment. Once all assignments and exams are past the due date, a grade of Incomplete will not be given.

Standard calculators are required in this course. All other electronic devices are prohibited in the classroom, and they may not be used instead of calculators, unless permission is given from the instructor. **Any student who records the class without instructor permission is subject to discipline, up to and including being dropped and failing the course.**

Food and drink are not allowed in the classrooms.

Forms or Reports requiring the instructor's attention, evaluation, or signature must be presented in the instructor's office during conference time to protect the student's privacy. Do not request progress, attendance, or other individual reports during class time. Monthly

progress reports required by various agencies must be left with the instructor to be completed at the end of the month. The student must complete as much of the form as possible.

Any student who disrupts the class in ANY way will be asked to leave the class, and may be dropped from the course. Any student who sleeps in class will also be considered disrupting the class. In addition, any student who conducts text messages or phone conversations will be considered disrupting the class.

The above schedule, policies, procedures and assignments in this course are subject to change in the event of extenuating circumstances. If you have any questions or concerns about the syllabus, please email the instructor so that these concerns may be addressed.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Thursday, November* 30th.

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

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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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

ECON 2302.275
Principles of Microeconomics
May Mini 2025

Instructor: Jeffrey C. Tarrant
Office: GC 207
Phone: Email Only
Email: jtarrant@parisjc.edu

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Office Hours: By Appointment Only

Course Description:
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list.
Prerequisite(s): None

Required Textbook(s) and Materials:
Principles of Microeconomics, v4.0. Libby Rittenberg, Alan Grant andTimothy Tregarthen. FlatWorld Knowledge. September 2021. **ISBN (Digital):** 978-1-4533-3905-3.
Standard calculator.
Face-to-face sections will also need one Scantron, Form No. 882-E.

Course Goals and Objectives:
1. Upon successful completion of this course, students will:
2. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
3. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
4. Summarize the law of diminishing marginal utility; describe the process of utility maximization.
5. Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.
6. Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.
7. Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.
8. Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.
9. Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

Course Schedule:

Week 1-Syllabus
Supply and Demand
Applications of Supply and Demand
Elasticity: A Measure of Response
Markets, Maximizers, and Efficiency
The Analysis of Consumer Choice
Production and Cost

Week 2-Competitive Markets for Goods and Services
Monopoly
The World of Imperfect Competition
Factor Markets
Public Finance and Public Choice
International Trade

Week 3-The Economics of the Environment and Natural Resources
Inequality, Poverty, and Discrimination
Comprehensive Final Exam: **Due Tuesday, May 27.**

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

Course Requirements and Evaluation:

Letter grades will be assigned on the following scale:

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

Average will be calculated with the following formula:

Chapter Quizzes = 20%
4 Exams = 50%
Two Worksheets = 20%
Discussion Project = 10%

Curving Grades: Curves for specific assignments or exams will not be given. However, the instructor may, at his discretion, curve the final course grade. **It should not be assumed that a curve will be applied.**

Note for High School Students: At the end of the semester, a number grade will also be provided to the records department. Please keep in mind 100 is the maximum grade in this class.

Course Policies:

Email is the preferred method of contacting the instructor. If an email or voice message was sent or left Monday – Wednesday, expect a response on the following business day with the exception of holidays and closures. If the email or voice message was sent or left Thursday – Sunday, expect an answer on Monday with the exception of holidays and closures.

Dragonmail is the primary contact email for students. Please check this account daily. In addition, please check Announcements in Blackboard daily.

If a student misses an exam, the grade for the final exam will replace the missing grade. However, this privilege will only be used once during the semester, unless otherwise determined by the instructor. If a student misses a second exam, he/she should contact the instructor as soon as possible to discuss options; otherwise, the grade will be a zero. If the student intends to miss the final exam, he/she should contact the instructor as soon as possible. A missed final exam will count as a zero, unless prior arrangements are made with the instructor.

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Standard calculators are required in this course. All other electronic devices are prohibited in the classroom, and they may not be used instead of calculators, unless permission is given from the instructor. **Any student who records the class without instructor permission is subject to discipline, up to and including being dropped and failing the course.**

Food and drink are not allowed in the classrooms.

Forms or Reports requiring the instructor's attention, evaluation, or signature must be presented in the instructor's office during conference time to protect the student's privacy. Do not request progress, attendance, or other individual reports during class time. Monthly progress reports required by various agencies must be left with the instructor to be completed at the end of the month. The student must complete as much of the form as possible.

Any student who disrupts the class in ANY way will be asked to leave the class, and may be dropped from the course. Any student who sleeps in class will also be considered disrupting the class. In addition, any student who conducts text messages or phone conversations will be considered disrupting the class.

The above schedule, policies, procedures and assignments in this course are subject to change in the event of extenuating circumstances. If you have any questions or concerns about the syllabus, please email the instructor so that these concerns may be addressed.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *Tuesday, May* 27th.

Class Conduct:
Please turn off or silence and put away all cell phones, pagers, IPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the

classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

ADA Statement
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Illness Policy:
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

SCAN ME

Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

ECON 2302.275
Principles of Microeconomics
May Mini 2025

Instructor: Jeffrey C. Tarrant
Office: GC 207
Phone: Email Only
Email: jtarrant@parisjc.edu

Meeting Location: Internet
Meeting Days: Internet
Meeting Times: Internet

Office Hours: By Appointment Only

Course Description:
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list.
Prerequisite(s): None

Required Textbook(s) and Materials:
Principles of Microeconomics, v4.0. Libby Rittenberg, Alan Grant andTimothy Tregarthen. FlatWorld Knowledge. September 2021. **ISBN (Digital):** 978-1-4533-3905-3.
Standard calculator.
Face-to-face sections will also need one Scantron, Form No. 882-E.

Course Goals and Objectives:
1. Upon successful completion of this course, students will:
2. Explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.
3. Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.
4. Summarize the law of diminishing marginal utility; describe the process of utility maximization.
5. Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.
6. Describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.
7. Identify the four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.
8. Determine the profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.
9. Describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

Course Schedule:

Week 1-Syllabus
Supply and Demand
Applications of Supply and Demand
Elasticity: A Measure of Response
Markets, Maximizers, and Efficiency
The Analysis of Consumer Choice
Production and Cost

Week 2-Competitive Markets for Goods and Services
Monopoly
The World of Imperfect Competition
Factor Markets
Public Finance and Public Choice
International Trade

Week 3-The Economics of the Environment and Natural Resources
Inequality, Poverty, and Discrimination
Comprehensive Final Exam: **Due Tuesday, May 27.**

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

Course Requirements and Evaluation:

Letter grades will be assigned on the following scale:

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

Average will be calculated with the following formula:

Chapter Quizzes = 20%
4 Exams = 50%
Two Worksheets = 20%
Discussion Project = 10%

Curving Grades: Curves for specific assignments or exams will not be given. However, the instructor may, at his discretion, curve the final course grade. **It should not be assumed that a curve will be applied.**

Note for High School Students: At the end of the semester, a number grade will also be provided to the records department. Please keep in mind 100 is the maximum grade in this class.

Course Policies:

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Scan for Video

Paris Junior College Syllabus

Year	2024-2025	Faculty	Jeffrey C. Tarrant
Term	Summer II 2025	Office	GC 207
Section	205	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, v4.0. Libby Rittenberg, Alan Grant and Timothy Tregarthen. FlatWorld Knowledge. September 2021. ISBN (Digital): 978-1-4533-3903-9.

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 Supply and Demand Week 2-Applications of Supply and Demand Exam 1 Introduction to the Macroeconomy: Measuring the Economy's Output The Price Level and Inflation Unemployment Week 3-Aggregate Demand and Aggregate Supply Economic Growth Exam 2 The Nature and Creation of Money Financial Markets and the Economy Week 4-Monetary Policy and the Fed Government and Fiscal Policy Exam 3 Consumption and the Aggregate Expenditures Model Investment and Economic Activity Week 5-Net Exports and International Finance 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	2024-2025
Term	May 2025
Section	275

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

Course	Econ 2302
Title	Principles of Microeconomics

Description

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Credits: 3 SCH = 3 lecture and 0 laboratory hours per week, from approved course list
TSI Requirement: College Level Reading Required
Prerequisite(s): None

Textbooks

Principles of Microeconomics, v4.0. Libby Rittenberg, Alan Grant andTimothy Tregarthen. FlatWorld Knowledge. September 2021. ISBN (Digital): 978-1-4533-3905-3.

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.

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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.

Schedule	Week 1-Syllabus Supply and Demand Applications of Supply and Demand Elasticity: A Measure of Response Markets, Maximizers, and Efficiency The Analysis of Consumer Choice Production and Cost Week 2-Competitive Markets for Goods and Services Monopoly The World of Imperfect Competition Factor Markets Public Finance and Public Choice International Trade Week 3-The Economics of the Environment and Natural Resources Inequality, Poverty, and Discrimination 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	2024-25
Term	SUU2
Section	265

Faculty	Heath Thomas
Office	WTC 1012
Phone	903-782-0735
email	hthomas@parisjc.edu

Course	EMSP 1208
Title	Emergency Vehicle Operations

Description	Discussion, Demonstration, and driving range practice. Addresses operation of vehicles in emergency and non-emergency modes.
Textbooks	
Student Learning Outcomes (SLO)	Identify factors that affect the driving task, Utilize navigational aids to select routes, Demonstrate safe operations and recovery of the emergency vehicle Demonstrate safe operations on emergency scenes Demonstrate standard vehicle maintenance and check-offs.C17
Schedule	Course is conducted over 5 weeks online.
Evaluation methods	Grades for this course are based on a tiered scale defined in the classroom syllabus.

Paris Junior College Syllabus

Year	2024-2025
Term	SUU2
Section	265

Faculty	Heath Thomas
Office	WTC 1012
Phone	903.782.0735
email	hthomas@parisjc.edu

Course	EMSP 1271
Title	EMS Documentation

Description

This course is designed to describe and demonstrate what minimum content should be included in all types of emergency medical service patient care reprots, including patient care reports, patient refusal reports and no contact reports; the legal and financial requirements of documetnation as well as information needed for quality improvement processes.

Textbooks

None

Student Learning Outcomes (SLO)

1.) Demonstrate proper procedures to record patient findings.
2.) Apply comprehensive knowledge of the principles of medical documentation and report writing.
3.) Demonstrate skill in preparing patient care documents to support medical necessity.
4.) Communicate effectively with other healthcare professionals in team environments including

Schedule

This is an online course running 8-weeks
Week 1 - The EMS Documentation framework
Week 2 -Medical Terminolgy
Week 3 - Medical Terminology
Week 4 - Clinical Narratives
Week 5 - Documenting Consent, Refusals, and Special Situations
- Clniical reimbursement and Documenting Medical Necessity and Reason for Transport

Evaluation methods	Grades for this course are determined by a weighted scale defined in the class room syllabus.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer I
Section	150

Faculty	Heath Thomas
Office	WTC 1012
Phone	(903) 782-0735
email	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, 9th 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 - Trauma Scenarios Week 2 Cardiology Scenarios Week 3 Medical Scenarios Week 4 Special Population Scenarios Week 5 Summative Scenarios
Evaluation methods	Grade determined based on a tiered scale defined in classroom syllabus

Paris Junior College Syllabus

Year	2024-2025	Faculty	Heath Thomas
Term	Summer I	Office	WTC 1012
Section	150	Phone	903-782-0735
		email	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 proviced by the clinical professional
Textbooks	Nancy Caroline's Emergency Care in the Streets, 9th Edition Platinum Planner
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- 6 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	2024-2025
Term	Summer I
Section	150

Faculty	Heath Thomas
Office	WTC 1012
Phone	903-782-0735
email	hthomas@parisjc.edu

Course	EMSP 2205
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, 9th 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 - Incident Management and Mass Casualty Incidents
Week 2 - Vehicle Extrication and Special Rescue
Week 3 - Hazardous Materials
Week 4 - Terrorism and Disaster Resposne
Week 5 - Crime Scene Awarness

Evaluation methods

Determination of Course Grade:
Course grade based on tiered system.
Minimum grade of "C" required to pass course. Grade obtained by achieving at least 80% on all assignments and 75% or greater on all exams.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer II
Section	265

Faculty	Heath Thomas
Office	WTC 1012
Phone	903-782-0735
email	hthomas@parisjc.edu

Course	EMSP 2266
Title	Practicum (or Field Experience - Emergency MedicalTechnology/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 9th Edition Platinum Planner
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 clinial rotations over a 14 week period. Schedule will be determined by students successful completion of skills throughout the semester.
Evaluation methods	Succesful completion of this course will require the student to attend at least the minimum number of assigned rotaion hours, and obtain the minimum established number of skills and patient contacts

Paris Junior College Syllabus

Year	2024-2025
Term	Summer II
Section	265

Faculty	Heath Thomas
Office	WTC 1012
Phone	903-782-0735
email	hthomas@parisjc.edu

Course	EMSP 2306
Title	Emergency Pharmacology

Description

A comprehensive course covering the utilization of medications in treating emergency situations.

Textbooks

Student Learning Outcomes (SLO)

Upon completion of the program, the graduate will:
- Be able to categorize the classification of emergency medications
- Be able to complete calculation of medication dosages.
- Be able to identify the therapeutic use, routes of administration, indications, and adverse effects of

Schedule

Week 1: Introduction to Emergency Pharmacology
Week 2: Drug Calculations Practice
Week 3: Drug Calculations/Pharmacodynamics, Medication Responses, Routes of Administration
Week 4: Drug Calculations Exam/Medication Errors, Airway and Respiratory Management Medications.
Week 5: Cardiovascular System Medications
Week 6: Neurologic Condition and Miscellaneous Medications.
Week: 7: IV Fluids
Week 8: Final Exam

Evaluation methods	Determination of Course Grade: Grades will be determined based on assignment completion and grades obtained on those assignments. A grade of C will require all assignments completed with a grade of 80% or greater and exam grades with a minimum of 75% A grade of B will require all assignments completed with a grade of 90% or greater and minimum exam grades of 85% or greater. A grade of A will require all assignments completed on time with a grade of 100% and minimum exam grades of greater than 90%

Paris Junior College Syllabus

Year	2025	Faculty	Melisa Ward
Term	Summer I	Office	Ford HS
Section	2322.820	Phone	(903) 356-1600
		email	mward@parisjc.edu

Course	Britisih Literature
Title	

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.
Textbooks	Greenblatt, Stephen, eds. et al. The Norton Anthology of English Literature: Major Authors, 9th ed. New York: Norton, 2013. ISBN#: 978-0-393-91963-9. Defoe, Daniel. The Adventures of Robinson Crusoe. 1719. Sovereign, 2012.
Student Learning Outcomes (SLO)	1.Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions. 2.Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
Schedule	Week 1-Middle Ages Week 2 Medieval Ages Week 3-Renaissance Week 4-Early 17th century Week 5-The Restoration

Evaluation methods	Course Requirements and Evaluation: The student will be required to complete reading assignments, participate in class and group discussions, write a research paper over an assigned topic, present an oral research project as part of an assigned group, and perform satisfactorily on examinations and quizzes. They will take four unit exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/ unannounced reading quizzes. Semester Grade Determination: Exams=40% Quizzes=20% Research Paper=20% (Rubric is posted in BB) Video Research Presentation=20% (Rubric is posted in BB)

Paris Junior College Syllabus

Year	2025	Faculty	Melisa Ward
Term	Summer II	Office	Ford HS
Section	2323.820	Phone	(903) 356-1600
		email	mward@parisjc.edu

Course	Britisih Literature
Title	

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Textbooks	Greenblatt, Stephen, eds. et al. The Norton Anthology of English Literature: Major Authors, 9th ed. New York: Norton, 2013. ISBN#: 978-0-393-91963-9.
Student Learning Outcomes (SLO)	1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions. 2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
Schedule	Week 1-Romantic Era Week 2-4-Victorian Era Week 5-Contemporary British Literature

Evaluation methods	Course Requirements and Evaluation: The student will be required to complete reading assignments, participate in class and group discussions, write a research paper over an assigned topic, present an oral research project as part of an assigned group, and perform satisfactorily on examinations and quizzes. They will take four unit exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/ unannounced reading quizzes. Semester Grade Determination: Exams=40% (Each exam is worth 10%) Quizzes=20% Research Research Paper=20% (Rubric is posted in BB) Video Research Presentation=20% (Rubric is posted in BB)

English 2322.820
British Literature
Fall 2025

Instructor: Melisa Ward
Office: 1305
Phone: 903-356-1600
E-mail: mward@parisjc.edu

Meeting Location: 1305
Meeting Days: ONLINE
Meeting Times: ASYNCHRONOUS

Office Hours: Monday 10:30-11:30 a.m. BY APPOINTMENT

Course 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 SCHs

TSI Requirement: Reading, 340 +; Writing, 4 or above Prerequisite(s): Students must have successfully completed English 1301 or approved equivalents.

Required Textbook(s) and Materials:

Dickens, Charles. *Great Expectations*. 1861. Saddleback Educational Pub, 1861.

Greenblatt, Stephen. *The Norton Anthology of English Literature: The Major Authors*. W.W.

Norton & Co, 2013.

Shelley, Mary. *Frankenstein*. Beverly, Ma Rockport Publishers, 1818.

Any MLA style book or online source, like Purdue Owl MLA site:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Required Assignment:
Research paper, utilizing MLA documentation and applying the assessment rubric

Course Goals and Objectives:

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 to understand the human condition across cultures.

Required Core Objectives 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 Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
4. Demonstrate Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes: This course is designed to prepare students with skills for lifelong learning—

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

Course Requirements and Evaluation:

Course Requirements and Evaluation: The student will be required to complete reading assignments, participate in class and group discussions, write a research paper over an assigned topic, present an oral research project as part of an assigned group, and perform satisfactorily on examinations and quizzes. They will take four unit exams concerned with ideas presented by literature, techniques discovered in the literature, biographical information on authors, and historical perspective. The student may also be given announced/ unannounced reading quizzes.

Semester Grade Determination:

Exams	40%
Quizzes	20%
Research Paper	15% (Rubric is posted in BB)
Group Research Presentation	15% (Rubric is posted in BB)
Attendance	10%

Total: 100%* The documented literary argument essay is **required**; failure to complete it will result in failure for the course. *

Evaluation rubrics are posted in BB for each writing assignment & at the end of this document.

The final exam (exam four) and the oral project are required; failure to complete these will result in a failing grade for the course. **A research paper submitted without a works cited page (in MLA format) and/or without parenthetical citations constitutes plagiarism and will be subject to the above consequences. The paper grade will be a zero.**

Course Policies

Submitting Assignments: Assignments should be submitted by the beginning of class on the date the assignment is due even if you are absent. Assignments are considered late if they are not submitted by the beginning of class. Submit via Blackboard and save your paper as a Word document. Do not save as a pdf. Do not email it to me.

An essay/writing assignment must meet the minimum length requirement before I will grade it. Assignments that do not meet the length requirement are not considered as valid submissions and will likely receive a grade of zero. A minimum of 15 points will be deducted for assignments that do not meet the length requirement.

Attendance and Make-up Work

Class attendance is **expected**. A student may not have more than **four absences.** After the fourth absence, five points per absence will be deducted from the student's Participation/Attendance grade. If a student is more than five minutes late, the student will be counted absent. If a student leaves class early (without prior arrangements), the student will be counted absent. A student who stops attending after the last drop date will receive an F in the course.

Students are responsible for notes and assignments missed. No more than one late paper shall be allowed. A paper will receive a ten- point deduction per day (including non-class days) and will not be accepted more than one week late. Papers are considered late if they are not submitted prior to the **BEGINNING** of the class in which the assignment is due.

Quizzes may not be made up; no exceptions. If a student is late to class, he/she will not be allowed to take the quiz if it has already been collected. If an absence is pre-arranged, quizzes and tests may be taken in advance.

***Please keep in mind that these make-up policies apply to extra-curricular absences as well. * You are not penalized for an extra-curricular absence, but any assignments are still due on the due date.**

Peer Review Assignments

There will be an in-class peer review exercise for each assigned essay. These scheduled peer review exercises count as quiz grades (15% of overall average), and attendance is expected on

these days. **It is especially important that you are not tardy on these class days as the door will be locked, and you will not be permitted to join the class once the review process has started.** Please be on time.

Class Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day a student can withdraw from a course with a grade of "W" is Wednesday, August 6th.

Class Conduct

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

Academic Honesty

In the pursuit of learning, it is expected that students will engage in 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 activity may be required to prove their innocence.

Artificial Intelligence Policy

In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course and agrees not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

If AI is suspected, it is incumbent upon the student to prove innocence. Students may be asked to hand-produce essays under proctored monitoring. Failure to do so will result in a 0 score.

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 the 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.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Scoring Rubric for Final Essay-6 pt. scale
1=50, 2=60, 3=70, 4=80, 5=90, 6=100

Focus	**Criteria**				**Pts.**
	Good-Excellent: 16 -20	**Fair:** 11 - 15	**Poor:** 6 - 10	**Unsatisfactory:** 1 - 5	
Thesis Statement and Main Points	The thesis statement and main points are clearly stated and are appropriately placed.	The thesis statement and/or main points are not as clear as expected but are satisfactorily placed.	The thesis statement and main points are not clear and/or are poorly placed in the essay.	The thesis statement and main points do not appear in the essay or are so poorly placed or written as to be of no value.	
Elaboration and Explanation of Reasons with Supporting Research **Organization (Transitions/Topic Sentences)**	Good support is provided for each of the main ideas. Research used is relevant. Ideas are well organized.	Support is provided for each main idea but is not as clear, complete, or relevant as expected. Ideas are organized	Some support appears but needs clarity, much more elaboration, or better use of research. Ideas are somewhat	Little or no support appears in the paper, or research used is irrelevant. Ideas are not clearly organized.	

		but could use improvement.	organized but could use much improvement.		
Use of Standard Written English: Sentence Structure, Punctuation, Spelling, other	The essay is free or nearly free of grammatical errors.	The essay has some grammatical errors but not many.	The essay has too many grammatical errors, and these are distracting.	The paper is littered with grammatical errors, and the meaning is seriously impacted.	
Word Choice **Tone (formal, academic)**	Exceptional word choice; appropriate tone used throughout essay	Satisfactory word choice; appropriate tone used throughout most of the essay.	Word choice and tone could use much improvement.	Word choice is unclear, weak, and/or inappropriate; tone is also inappropriate for academic essay.	
MLA Parenthetical Documentation and Plagiarism MLA Guidelines/Formatting	In-text citations and works cited page are free or nearly free of errors. The paper is not plagiarized. MLA guidelines are followed.	In-text citations and works cited are mostly clear/ free of errors. The paper is not plagiarized. Most MLA guidelines are followed.	In-text citations and works cited contain frequent errors. The paper is not plagiarized. There are several MLA formatting errors.	In-text citations and works cited are incorrect or absent. The paper is plagiarized. There are many MLA formatting errors.	

Total: ____

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

TENTATIVE Course Schedule:

DATE	ASSIGNMENT	DUE
Week 1 July 14	Module 1 *Frankenstein*	July 20 at 11:59 p.m.
Week 2 July 21	Module 2 *Great Expectations*	July 27 at 11:59 p.m.
Week 3 July 28	Module 3 *The Importance of Being Earnest* **PEER REVIEW FINAL ESSAY**	August 3 at 11:59 p.m.
Week 4 August 4	Module 4 *The Heart of Darkness* **GROUP PROJECT**	August 10 at 11:59 p.m.
Week 5 August 13	**FINAL EXAM (ESSAY)**	August 13 at 11:59 p.m.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Brandon Langehennig
Term	Summer II	Office	FGC 104D
Section	205	Phone	903-782-0725
		email	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 th executive, and judicial branches, federalism, political participation, the national election process, public policy and civil rights.

Textbooks

Central Ideas in American Government, 15th ed., Soomo Learning

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.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens.
8. Analyze issues and policies in U.S. politics

Schedule

Week 1- Founding and the Constitution, Constitutional Development, and Federalism
Week 2- Civil Liberties & Civil Rights, and Midterm Exam
Week 3- Institutions: Congress, Bureaucracy, and the Executive Branch
Week 4- Institutions: Federal Courts
Week 5- Public Opinion, Political Participation, Parties, Elections, and Interest Groups, Policy, Foreign & Dor
Final Exam

Evaluation methods	Each student will complete two objective examinations (400 pts), five homework assignments (250 pts), and m activities embedded in readings (350 pts). Assignments allow a possible accumulation of up to 1000 points tow 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).

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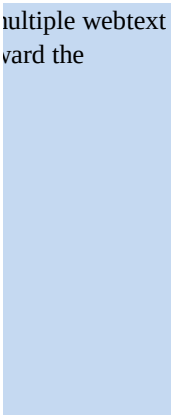
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Paris Junior College Syllabus

Year	2024-2025
Term	Summer I
Section	200

Faculty	Brandon Langehennig
Office	FGC 104D
Phone	903-782-0725
email	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 th executive, and judicial branches, federalism, political participation, the national election process, public policy and civil rights.

Textbooks

Central Ideas in American Government, 15th ed., Soomo Learning

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.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens.
8. Analyze issues and policies in U.S. politics

Schedule

Week 1- Founding and the Constitution, Constitutional Development, and Federalism
Week 2- Civil Liberties & Civil Rights, and Midterm Exam
Week 3- Institutions: Congress, Bureaucracy, and the Executive Branch
Week 4- Institutions: Federal Courts
Week 5- Public Opinion, Political Participation, Parties, Elections, and Interest Groups
Week 6- Policy, Foreign & Domestic, and Final Exam

Evaluation methods	Each student will complete two objective examinations (400 pts), five homework assignments (250 pts), and m activities embedded in readings (350 pts). Assignments allow a possible accumulation of up to 1000 points tow 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).

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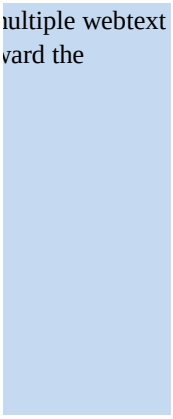
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Paris Junior College

GOVT 2305.205
Federal Government
Summer II, 2025

Instructor:	Brandon Langehennig	Meeting Location:	Online
Office:	FGC A104D	Meeting Days:	Online
Phone:	(903) 782-0725	Meeting Times:	Online
Email:	blangehennig@parisjc.edu		
Office Hours:	By Appointment		

Course Description: Federal Government (Federal Constitution and Topics)

This course leads students through an analysis of the Constitution of the United States, the political and philosophical foundations of American government, government institutions, political behavior, and civic engagement. Topics of the course include the origin and development of the U.S. 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.

Credits: 3

TSI Requirement: 351 R

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Web-text:
Central Ideas in American Government, Paris Jr. College 15th ed., by Soomo Learning,

ISBN: 9781954890992

Note About Inclusive Access: Access to this web-text is included with course costs and fees. Students who opt out of inclusive access will not have access to required materials. See page 7 of this syllabus for more information.

Computer Requirement: In addition to the required web-text, students must have regular access to a computer capable of supporting Blackboard Learn, the Respondus Lockdown Browser (with webcam test monitoring), internet access, and common computer applications (*e.g.,* Microsoft Word and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be solely relied upon to access course material.

IMPORTANT NOTE: This course is reading-intensive and may become overwhelming for students who do not effectively manage their time, particularly within the accelerated 8-week format, mini, or summer term. The course material will be covered at a rapid pace. The risk of falling behind increases if effective time management strategies are not used**.**

Core Objectives and Student Learning Outcomes:

Interpreting Objectives and Planning for Success: The Texas Higher Education Coordinating Board established the core objectives and learning outcomes of this course as requirements of the Texas Core Curriculum. Competent demonstration of outcomes and objectives should be understood as minimum performance requirements. Students committed to success will complete all readings, assignments, and exams on time to produce acceptable evidence that objectives and outcomes have been met or exceeded.

Core Objectives:

Students 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.

2) Communication Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

3) Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

4) Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Government Student Learning Outcomes:

Upon successful completion of this course, students will:

1) *Explain* the origin and development of constitutional democracy in the United States.

2) *Demonstrate knowledg*e of the federal system.

3) *Describe* the 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.

5) *Evaluate* the role of public opinion, interest groups, and political parties in the political system.

6) *Analyze* the election process.

7) *Describe* the rights and responsibilities of citizens.

8) *Analyze* issues and policies in U.S. politics.

Course Schedule:

Available	Modules & Readings	Assignments	Due Date
07/14	**Syllabus Reading** (Complete Immediately)	Syllabus Quiz	**07/16**
07/14	**Module 1** Topic: Foundations - Readings: *Central Ideas in American Government*, Chapters 1 & 2	Web-text Activities Chapters 1 and 2 Module 1: Homework Assignment	**07/20**
07/14	**Module 2** Topic: Civil Liberties & Civil Rights - Readings: *Central Ideas in American Government*, Chapters 3 & 4	Web-text Activities Chapters 3 and 4 Module 2: Homework Assignment	**07/27**
07/14	**Module 3** Topic: Institutions - Readings: *Central Ideas in American Government*, Chapters 5, 6, 7, and 8	Web-text Activities Chapters 5, 6, 7, and 8 Module 3: Homework Assignment	**08/03**
07/14	**Module 4** Topic: Politics - Readings: *Central Ideas in American Government*, Chapters 9, 10, 11, 12, and 13	Web-text Activities Chapters 9, 10, 11, 12, and 13 Module 4: Homework Assignment	**08/10**
07/14	**Module 5** Topic: Policy - Readings: *Central Ideas in American Government*, Chapter 15	Web-text Activities Chapter 15 Module 5: Homework Assignment	**08/13**

Exams	Description	Available	Due Date
Exam 1	**Midterm - Objective Exam**	07/22	**07/29**
Exam 2	**Final - Objective Exam**	08/07	**08/14**

Course Requirements and Evaluation:

- **General Course Design:** This course is organized into five modules consisting of the following assignments: a syllabus quiz, readings with embedded web-text activities (multiple choice questions, polls, and response boards embedded in, and completed through, the Soomo Learning web-text platform), homework assignments (1 per learning module), and two exams. Each assignment provides opportunities for the accumulation of points. Also, students can earn up to 50 points for accountability (see a description of accountability points below). Collectively, course assignments provide an opportunity to accumulate up to 1000 points. Students accumulating less than 600 points will receive a failing grade for the course.
- **Important first requirement for remaining in this course:** Before moving into any learning material, you must study this syllabus and complete the syllabus quiz. First, obtain a full understanding of the course and its requirements. After doing so, complete the syllabus quiz immediately to demonstrate and acknowledge an understanding of course requirements. The syllabus quiz is located in the "Syllabus Quiz/First Assignment" folder in Blackboard.
    - **Notice: If you fail to attend class (or fail to complete the syllabus quiz for online only) before the official reporting date, you will be administratively withdrawn (Dropped!) from the course without exception.**
- **Web-text Activities:** Web-text activities are multiple choice questions, polls, and response boards embedded in your web-text. Complete each web-text activity by the due date as you encounter it during your readings. You are required to complete all activities in each assigned chapter. Your scores on web-text activities result in a possible accumulation of 200 points toward your course total.
- **Homework Assignments:** You will complete five homework assignments, one per learning module. Homework assignments may be composed of fill-in-the-blank questions, matching questions, short essay responses, or class discussions. You will find detailed instructions for homework assignments in each module. Each homework assignment is worth 50 points. The total value of the five homework assignments is 250 points.
- **Exams:** You will complete two exams, one midterm (Exam 1) and one final exam (Exam 2). These exams will allow you to demonstrate knowledge, understanding, and higher-order thinking skills. Each exam is composed of 50 objective questions. Specific instructions and requirements for the exam are provided within the course. Exams allow you to earn up to 500 points toward your course total.
- **Accountability Points:** I have already awarded you 50 possible accountability points in the grade book. You will keep all 50 points by following all class policies, meeting all due dates, and regular attendance (or course access for online only). If you fail to follow policies, fail to meet assignment deadlines, miss class regularly, or fail to access the course online, accountability points will be deducted at my discretion. Failing to follow some class policies may require different or additional consequences.

Grading Criteria:

Final grades will be determined according to your total accumulation of points earned. Point values can easily be converted to percentage points. For example, a student who accumulates 900 points at the end of the course has earned 90% of possible points. You will be able to monitor your points and percentage progress by selecting "My Grades" in Blackboard:

Assignment Category by Points Possible	
Exams	500 pts.
HW Assignments	250 pts.
Web-text Activities	200 pts.
Accountability Points	50 pts.
Total	*1000 pts.*

Grading Scale *Total Points Possible = 1000*			
900	-	1000	A
800	-	899	B
700	-	799	C
600	-	699	D
0	-	599	F

Course Policies:

- **Requirement to submit coursework by the due date:** Interpret each due date as the day an assignment must be completed to receive full credit. Coursework not submitted by the due date may receive zero points. Your instructor has the discretion to accept or reject late coursework for any reason beyond those specified by Paris Junior College policy or state and federal law. Unacceptable excuses for failure to submit assignments by the due date may include technical difficulties and personal emergencies that occur near assignment due dates. Successful students will plan ahead and submit assignments within a timeframe that allows for adequate learning, preparation of assignments as instructed, and management of issues that may delay the proper submission of course work. If you feel you have a valid excuse for turning in an assignment late, promptly contact your instructor and explain the circumstances.
- **Requirement to submit coursework online:** All coursework must be submitted through the college's online learning management system, Blackboard, or the Soomo Learning's web-text platform as required, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval.
- **Collaboration and Collusion:** Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other people to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.
- **Student/Instructor Communications:** All students must regularly check for course communications within DragonMail, and Blackboard. You should feel comfortable contacting the instructor with any concerns or questions that may arise. Outside of face-to-face or telephone conversations (available during office hours or by appointment), email is the preferred mode of student/instructor communication. Email your instructor from your official PJC DragonMail account. Emails sent from private or high school issued email accounts may not receive an answer. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, students should expect a response within 24 hours or the next business day. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.
- **Important Notifications:** Students must check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.
- **Proctoring Requirements for Online Dual-credit Students:** Dual-credit students taking an online version of this course will be required to abide by additional proctoring requirements imposed and administered by their high school. Dual-credit students with such requirements are responsible for supplying the dual-credit coordinator at their high school with a copy of this syllabus and scheduling proctored exams before the due date.
- **The instructor may make alterations or amendments to this syllabus as needed.**

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work promptly and follow due dates.* The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, August 6, 2025.

Class Conduct:

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

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the 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.*

Social Science Department Artificial Intelligence Statement:

While (AI) tools are not prohibited by the Institution, they are highly discouraged by the Social Science Division and considered Academic Dishonesty if used on assignments, activities, or exams where the instructor specifically stated they were not permitted. When authorized by instructors for specific assignments, students must cite any AI-generated material that informed their work (including in-text citations with quotations) to adhere to our scholarly values. Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as Academic Dishonesty.

ADA Statement:

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2. You have not had a fever (and are not using fever-reducing medication).

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Required Course Materials (Continued):

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1. Go to the Opt-out portal: https://accessportal.follett.com/1836
2. Create an account using your student email account
3. Select the course(s) you are choosing to opt out of
4. You can also opt out by selecting the student-specific opt-out link provided in the inclusive access email you received from noreply@follett.com.

Important: If you opt out of the inclusive textbook access, you will not have immediate access (first class day) to your textbook and other digital materials required for this course. You must purchase those materials separately to continue the course at a significantly higher cost.
For more information, visit the following link to the Inclusive Access information page on the PJC website: https://www.parisjc.edu/main/inclusive-access/

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

SCAN ME

Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

Paris Junior College

GOVT 2305.205
Federal Government
Summer II, 2025

Instructor:	Brandon Langehennig	Meeting Location:	Online
Office:	FGC A104D	Meeting Days:	Online
Phone:	(903) 782-0725	Meeting Times:	Online
Email:	blangehennig@parisjc.edu		
Office Hours:	By Appointment		

Course Description: Federal Government (Federal Constitution and Topics)

This course leads students through an analysis of the Constitution of the United States, the political and philosophical foundations of American government, government institutions, political behavior, and civic engagement. Topics of the course include the origin and development of the U.S. 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.

Credits: 3

TSI Requirement: 351 R

Prerequisite(s): N/A

Required Textbook(s) and Materials:

Web-text:
Central Ideas in American Government, Paris Jr. College 15th ed., by Soomo Learning,

ISBN: 9781954890992

Note About Inclusive Access: Access to this web-text is included with course costs and fees. Students who opt out of inclusive access will not have access to required materials. See page 7 of this syllabus for more information.

Computer Requirement: In addition to the required web-text, students must have regular access to a computer capable of supporting Blackboard Learn, the Respondus Lockdown Browser (with webcam test monitoring), internet access, and common computer applications (*e.g.,* Microsoft Word and PowerPoint). Phones and tablets may not be compatible with Blackboard and should not be solely relied upon to access course material.

IMPORTANT NOTE: This course is reading-intensive and may become overwhelming for students who do not effectively manage their time, particularly within the accelerated 8-week format, mini, or summer term. The course material will be covered at a rapid pace. The risk of falling behind increases if effective time management strategies are not used**.**

Core Objectives and Student Learning Outcomes:

Interpreting Objectives and Planning for Success: The Texas Higher Education Coordinating Board established the core objectives and learning outcomes of this course as requirements of the Texas Core Curriculum. Competent demonstration of outcomes and objectives should be understood as minimum performance requirements. Students committed to success will complete all readings, assignments, and exams on time to produce acceptable evidence that objectives and outcomes have been met or exceeded.

Core Objectives:

Students 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.

2) Communication Skills—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

3) Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

4) Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Government Student Learning Outcomes:

Upon successful completion of this course, students will:

1) *Explain* the origin and development of constitutional democracy in the United States.

2) *Demonstrate knowledg*e of the federal system.

3) *Describe* the 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.

5) *Evaluate* the role of public opinion, interest groups, and political parties in the political system.

6) *Analyze* the election process.

7) *Describe* the rights and responsibilities of citizens.

8) *Analyze* issues and policies in U.S. politics.

Course Schedule:

Available	Modules & Readings	Assignments	Due Date
07/14	**Syllabus Reading** (Complete Immediately)	Syllabus Quiz	**07/16**
07/14	**Module 1** Topic: Foundations - Readings: *Central Ideas in American Government*, Chapters 1 & 2	Web-text Activities Chapters 1 and 2 Module 1: Homework Assignment	**07/20**
07/14	**Module 2** Topic: Civil Liberties & Civil Rights - Readings: *Central Ideas in American Government*, Chapters 3 & 4	Web-text Activities Chapters 3 and 4 Module 2: Homework Assignment	**07/27**
07/14	**Module 3** Topic: Institutions - Readings: *Central Ideas in American Government*, Chapters 5, 6, 7, and 8	Web-text Activities Chapters 5, 6, 7, and 8 Module 3: Homework Assignment	**08/03**
07/14	**Module 4** Topic: Politics - Readings: *Central Ideas in American Government*, Chapters 9, 10, 11, 12, and 13	Web-text Activities Chapters 9, 10, 11, 12, and 13 Module 4: Homework Assignment	**08/10**
07/14	**Module 5** Topic: Policy - Readings: *Central Ideas in American Government*, Chapter 15	Web-text Activities Chapter 15 Module 5: Homework Assignment	**08/13**

Exams	Description	Available	Due Date
Exam 1	**Midterm - Objective Exam**	07/22	**07/29**
Exam 2	**Final - Objective Exam**	08/07	**08/14**

Course Requirements and Evaluation:

- **General Course Design:** This course is organized into five modules consisting of the following assignments: a syllabus quiz, readings with embedded web-text activities (multiple choice questions, polls, and response boards embedded in, and completed through, the Soomo Learning web-text platform), homework assignments (1 per learning module), and two exams. Each assignment provides opportunities for the accumulation of points. Also, students can earn up to 50 points for accountability (see a description of accountability points below). Collectively, course assignments provide an opportunity to accumulate up to 1000 points. Students accumulating less than 600 points will receive a failing grade for the course.
- **Important first requirement for remaining in this course:** Before moving into any learning material, you must study this syllabus and complete the syllabus quiz. First, obtain a full understanding of the course and its requirements. After doing so, complete the syllabus quiz immediately to demonstrate and acknowledge an understanding of course requirements. The syllabus quiz is located in the "Syllabus Quiz/First Assignment" folder in Blackboard.
    - **Notice: If you fail to attend class (or fail to complete the syllabus quiz for online only) before the official reporting date, you will be administratively withdrawn (Dropped!) from the course without exception.**
- **Web-text Activities:** Web-text activities are multiple choice questions, polls, and response boards embedded in your web-text. Complete each web-text activity by the due date as you encounter it during your readings. You are required to complete all activities in each assigned chapter. Your scores on web-text activities result in a possible accumulation of 200 points toward your course total.
- **Homework Assignments:** You will complete five homework assignments, one per learning module. Homework assignments may be composed of fill-in-the-blank questions, matching questions, short essay responses, or class discussions. You will find detailed instructions for homework assignments in each module. Each homework assignment is worth 50 points. The total value of the five homework assignments is 250 points.
- **Exams:** You will complete two exams, one midterm (Exam 1) and one final exam (Exam 2). These exams will allow you to demonstrate knowledge, understanding, and higher-order thinking skills. Each exam is composed of 50 objective questions. Specific instructions and requirements for the exam are provided within the course. Exams allow you to earn up to 500 points toward your course total.
- **Accountability Points:** I have already awarded you 50 possible accountability points in the grade book. You will keep all 50 points by following all class policies, meeting all due dates, and regular attendance (or course access for online only). If you fail to follow policies, fail to meet assignment deadlines, miss class regularly, or fail to access the course online, accountability points will be deducted at my discretion. Failing to follow some class policies may require different or additional consequences.

Grading Criteria:

Final grades will be determined according to your total accumulation of points earned. Point values can easily be converted to percentage points. For example, a student who accumulates 900 points at the end of the course has earned 90% of possible points. You will be able to monitor your points and percentage progress by selecting "My Grades" in Blackboard:

Assignment Category by Points Possible	
Exams	500 pts.
HW Assignments	250 pts.
Web-text Activities	200 pts.
Accountability Points	50 pts.
Total	*1000 pts.*

Grading Scale *Total Points Possible = 1000*			
900	-	1000	A
800	-	899	B
700	-	799	C
600	-	699	D
0	-	599	F

Course Policies:

- **Requirement to submit coursework by the due date:** Interpret each due date as the day an assignment must be completed to receive full credit. Coursework not submitted by the due date may receive zero points. Your instructor has the discretion to accept or reject late coursework for any reason beyond those specified by Paris Junior College policy or state and federal law. Unacceptable excuses for failure to submit assignments by the due date may include technical difficulties and personal emergencies that occur near assignment due dates. Successful students will plan ahead and submit assignments within a timeframe that allows for adequate learning, preparation of assignments as instructed, and management of issues that may delay the proper submission of course work. If you feel you have a valid excuse for turning in an assignment late, promptly contact your instructor and explain the circumstances.
- **Requirement to submit coursework online:** All coursework must be submitted through the college's online learning management system, Blackboard, or the Soomo Learning's web-text platform as required, unless instructed otherwise through official course communications. The instructor will not accept assignments submitted through email without prior approval.
- **Collaboration and Collusion:** Students are encouraged to collaborate in learning with other students but strictly prohibited from colluding with others in completing assignments. Collaboration occurs when students share ideas, strategies, and understandings through discussion or study activities. Collusion occurs when students work with other people to complete quizzes, tests, or any other assignment with the knowledge that the coursework will be submitted for course credit. Among other deceitful practices outlined in the Student Handbook, collusion is a form of academic dishonesty that will be reported.
- **Student/Instructor Communications:** All students must regularly check for course communications within DragonMail, and Blackboard. You should feel comfortable contacting the instructor with any concerns or questions that may arise. Outside of face-to-face or telephone conversations (available during office hours or by appointment), email is the preferred mode of student/instructor communication. Email your instructor from your official PJC DragonMail account. Emails sent from private or high school issued email accounts may not receive an answer. Other acceptable modes of communication may include video conferencing sessions in Blackboard (available by request). Video conferencing will occur during office hours or by appointment. After sending electronic communications to the instructor, students should expect a response within 24 hours or the next business day. You should identify yourself using your full name (as listed in the course) and by identifying the course and section for which you are enrolled. Be as detailed as possible when describing your questions, and be sure that your question is not due to a lack of reading the course syllabus or assignment instructions.
- **Important Notifications:** Students must check course announcements regularly, as this method of communication will be used to dispense any important course notifications, including alterations to this course. Additional requirements communicated through course messages or other official correspondence are amendments to this syllabus if specified to be so. Receipt of notifications by course announcement is assumed.
- **Proctoring Requirements for Online Dual-credit Students:** Dual-credit students taking an online version of this course will be required to abide by additional proctoring requirements imposed and administered by their high school. Dual-credit students with such requirements are responsible for supplying the dual-credit coordinator at their high school with a copy of this syllabus and scheduling proctored exams before the due date.
- **The instructor may make alterations or amendments to this syllabus as needed.**

Class Attendance:

Class attendance is critical for the successful completion of this course. *For online courses, students must complete work promptly and follow due dates.* The student must initiate withdrawals. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, August 6, 2025.

Class Conduct:

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

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the 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.*

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Scan for Video

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	189

Faculty	Gary Boyett
Office	WTC 1056
Phone	903-782-0465
email	gboyett@parisjc.edu

Course	HART 1341
Title	Residential Air Conditioning and Refrigeration

Description

A study of components, applications and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Fee charged.
Credits: 4SCH = 2 lecture and 8 laboratory hours per week, from approved course list
TSI Requirement: N/A

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to install, service troubleshoot and repair refrigerators and freezers.
Graduates will be able to install, service, troubleshoot and repair central air conditioning units using electric or gas heat and heat pumps.

Schedule

Week 1-Practice use of electrical schematic to troubleshoot domestic refrigerators.
Week 2-Practice checking, troubleshooting, and repairing domestic refrigerator defrost circuits.
Week 3-Practice sizing compressors for domestic refrigerators and freezers.
Week 4-Practice checking, troubleshooting, and repairing domestic icemakers.
Week 5-Practice checking, troubleshooting and repairing domestic freezers.
Week 6-Practice installation of assigned air conditioning systems. Use of psychrometrics to adjust system performance.
Week 7-Practice use of electrical schematic to troubleshoot domestic refrigerators.
Week 8-Practice sizing compressors for domestic refrigerators and freezers. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Chris Bardrick
Term	SUMMER 2025	Office	GV-A116
Section	489	Phone	903-782-0465
		email	cbardrick@parisjc.edu

Course HART 1341

Title Residential Air Conditioning and Refrigeration

Description

A study of components, applications and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Fee charged.
Credits: 4SCH = 2 lecture and 8 laboratory hours per week, from approved course list
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Paris Junior College Syllabus

Year	2024-2025	Faculty	Gary Boyett
Term	SUMMER 2025	Office	WTC 1056
Section	189	Phone	903-782-0465
		email	gboyett@parisjc.edu

Course HART 1345

Title Gas and Electric Furnaces

Description

A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. Fee charged.
Credits: 4SCH = 2 lecture and 8 laboratory hours per week, from approved course list
TSI Requirement: N/A
Prerequisite(s): Instructor approval

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to install, service, troubleshoot and repair central air conditioning units using electric or gas heat.

Schedule

Week 1-Practice checking amperage and voltage in electric furnaces. Practice wiring simple electric furnace.
Week 2-Practice checking amperage and voltage in electric furnaces. Practice wiring simple electric furnace.
Week 3-Practice measuring BTU output of electric furnace by converting watts on assigned units.
Week 4-Practice measuring air flow in electric furnaces using the sensible heat formula on assigned units.
Week 5-Practice measuring gas pressure in assigned units.
Week 6-Practice adjusting combustion in gas furnaces as assigned.
Week 7-Practice troubleshooting gas furnaces assigned.
Week 8-Practice wiring gas-fired boiler as assigned. Final Test

Evaluation methods	Written Tests including Final 10% On-line Backboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	489

Faculty	Chris Bardrick
Office	GV-A116
Phone	903-782-0465
email	cbardrick@parisjc.edu

Course	HART 1345
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Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	185

Faculty	Gary Boyett
Office	WTC 906
Phone	903-782-0465
email	gboyett@parisjc.edu

Course	HART 2331
Title	Advanced Electricity for HVAC

Description

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

Textbooks

Refrigeration and Air Conditioning Technology, Eightth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Apply the principles and theory of power distribution; describe the theory, operation, and protection of electric motors; identify the application of solid state devices; troubleshoot electric motors and controls.

Schedule

Week 1-Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.
Week 2-Practice safe use of ohmmeter to take resistance and continuity measurements with voltage off.
Week 3-Practice checking single phase motors for shorts and grounds; identifying common, start, run terminals.
Week 4-Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.
Week 5-Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.
Week 6-Practice wiring capacitors and potential relays; wiring PSC motors.
Week 7-Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.
Week 8-Practice wire sizing for power circuits; wiring control circuits; troubleshooting single-phase and three-phase circuits. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	189

Faculty	Gary Boyett
Office	WTC 906
Phone	903-782-0465
email	gboyett@parisjc.edu

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Week 1-Practice safe use of voltmeter and ammeter to take electrical measurements with voltage on.
Week 2-Practice safe use of ohmmeter to take resistance and continuity measurements with voltage off.
Week 3-Practice checking single phase motors for shorts and grounds; identifying common, start, run terminals.
Week 4-Practice wiring and running shaded-pole motors; split-phase motors with current and solid-state relays.
Week 5-Wire series and parallel circuits on "ohms law" practice board. Practice basic troubleshooting on practice board.
Week 6-Practice wiring capacitors and potential relays; wiring PSC motors.
Week 7-Practice checking three-phase motors; wiring three-phase motors; reversing three-phase motors.
Week 8-Practice wire sizing for power circuits; wiring control circuits; troubleshooting single-phase and three-phase circuits. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	185

Faculty	Gary Boyett
Office	WTC 906
Phone	903-782-0465
email	gboyett@parisjc.edu

Course	HART 2336
Title	Troubleshooting

Description

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.Fee charged.

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to install, service, troubleshoot and repair central air conditioning units using electric or gas heat. Graduates will be able to install, service, troubleshoot and repair commercial/industrial refrigeration equipment.

Schedule

Week 1-Practice troubleshooting electric circuits using voltage-drop method on assigned units.
Week 2-Practice troubleshooting electric circuits using schematics and the "hop-skotch" method on assigned units.
Week 3-Practice evaluating and adjusting evaporator performance on assigned commercial refrigeration units by measuring superheat.
Week 4-Practice troubleshooting, repairing and adjusting defrost systems on assigned commercial units.
Week 5-Practice charging and start-up of assigned commercial refrigeration systems.
Week 6-Practice evaluating and adjusting evaporator performance on assigned commercial air conditioning units by measuring superheat.
Week 7-Practice adjusting thermostatic expansion valves on assigned units. Practice bench testing of thermostatic expansion valves.
Week 8-Practice mechanical troubleshooting with gauges and thermometers on assigned units.
Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	189

Faculty	Gary Boyett
Office	WTC 906
Phone	903-782-0465
email	gboyett@parisjc.edu

Course	HART 2336
Title	Troubleshooting

Description

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Week 8-Practice mechanical troubleshooting with gauges and thermometers on assigned units.
Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	489

Faculty	Chris Bardrick
Office	GV-A116
Phone	903-782-0465
email	cbardrick@parisjc.edu

Course	HART 2336
Title	Troubleshooting

Description

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.Fee charged.

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to install, service, troubleshoot and repair central air conditioning units using electric or gas heat. Graduates will be able to install, service, troubleshoot and repair commercial/industrial refrigeration equipment.

Schedule

Week 1-Practice troubleshooting electric circuits using voltage-drop method on assigned units.
Week 2-Practice troubleshooting electric circuits using schematics and the "hop-skotch" method on assigned units.
Week 3-Practice evaluating and adjusting evaporator performance on assigned commercial refrigeration units by measuring superheat.
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Week 7-Practice adjusting thermostatic expansion valves on assigned units. Practice bench testing of thermostatic expansion valves.
Week 8-Practice mechanical troubleshooting with gauges and thermometers on assigned units.
Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Gary Boyett
Term	SUMMER 2025	Office	WTC 1056
Section	189	Phone	903-782-0465
		email	gboyett@parisjc.edu

Course	HART 2338
Title	Installation and Service

Description

A study of air conditioning system installation, refrigerant piping, condensate disposal and air cleaning equipment with emphasis on service, troubleshooting, performance testing and repair techniques.Fee charged.

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to install, service, troubleshoot, and repair refrigerators, freezers, Window ACs. Graduates will be able to install, service, troubleshoot and repair central air conditioning units using electric or gas heat. Graduates will be able to install, service, troubleshoot and repair commercial/industrial refrigeration equipment.

Schedule

Week 1-Install assigned window air conditioners.
Week 2-Install assigned refrigerators and freezers.
Week 3-Install split system with gas furnace.
Week 4-Install split system with electric furnace.
Week 5-Install heat pump system with auxiliary electric heating.
Week 6-Install three-door medium-temperature refrigeration system.
Week 7-Install three-door low-temperature refrigeration system.
Week 8-Install 12-foot medium-temperature refrigeration system. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Chris Bardrick
Term	SUMMER 2025	Office	GV-A116
Section	489	Phone	903-782-0465
		email	cbardrick@parisjc.edu

Course HART 2338

Title Installation and Service

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A study of air conditioning system installation, refrigerant piping, condensate disposal and air cleaning equipment with emphasis on service, troubleshooting, performance testing and repair techniques.Fee charged.

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Schedule

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Week 2-Install assigned refrigerators and freezers.
Week 3-Install split system with gas furnace.
Week 4-Install split system with electric furnace.
Week 5-Install heat pump system with auxiliary electric heating.
Week 6-Install three-door medium-temperature refrigeration system.
Week 7-Install three-door low-temperature refrigeration system.
Week 8-Install 12-foot medium-temperature refrigeration system. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Gary Boyett
Term	SUMMER 2025	Office	WTC 1056
Section	185	Phone	903-782-0465
		email	gboyett@parisjc.edu

Course	HART 2341
Title	Commercial Air Conditioning and Refrigeration

Description

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

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to install, service, troubleshoot and repair central air conditioning units using electric or gas heat. Graduates will be able to install, service, troubleshoot and repair commercial/industrial refrigeration equipment.

Schedule

Week 1-Check evaporator superheat on assigned units.
Week 2-Check evaporator performance on assigned units.
Week 3-Check condenser sub-cooling on assigned units.
Week 4-Check condenser performance on assigned units.
Week 5-Adjust open compressor speed on assigned units.
Week 6-Check compression ratio on assigned units.
Week 7-Perform bench testing of thermostatic expansion valves.
Week 8-Adjust superheat on assigned high temperature systems. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Gary Boyett
Term	SUMMER 2025	Office	WTC 1056
Section	189	Phone	903-782-0465
		email	gboyett@parisjc.edu

Course	HART 2341
Title	Commercial Air Conditioning and Refrigeration

Description

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

Textbooks

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Whitman, Johnson, Tomczyk, and Silberstein

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Graduates will be able to install, service, troubleshoot and repair central air conditioning units using electric or gas heat. Graduates will be able to install, service, troubleshoot and repair commercial/industrial refrigeration equipment.

Schedule

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Week 2-Check evaporator performance on assigned units.
Week 3-Check condenser sub-cooling on assigned units.
Week 4-Check condenser performance on assigned units.
Week 5-Adjust open compressor speed on assigned units.
Week 6-Check compression ratio on assigned units.
Week 7-Perform bench testing of thermostatic expansion valves.
Week 8-Adjust superheat on assigned high temperature systems. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Chris Bardrick
Term	SUMMER 2025	Office	GV-A116
Section	489	Phone	903-782-0465
		email	cbardrick@parisjc.edu

Course	HART 2341
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Whitman, Johnson, Tomczyk, and Silberstein

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Week 4-Check condenser performance on assigned units.
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Week 6-Check compression ratio on assigned units.
Week 7-Perform bench testing of thermostatic expansion valves.
Week 8-Adjust superheat on assigned high temperature systems. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	185

Faculty	Gary Boyett
Office	WTC 1056
Phone	903-782-0465
email	gboyett@parisjc.edu

Course	HART 2345
Title	Air Conditioning System Design

Description

A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; ACCA Manual J heat gain and heat loss calculations including equipment selection, ACCA Manual D duct design and balancing the air system.Fee charged.

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to Design and calculate system and duct work. Graduates will be able to install, service, troubleshoot and repair commercial/industrial refrigeration equipment.

Schedule

Week 1-Practice sizing duct using friction chart.
Week 2-Practice sizing duct using duct calculator.
Week 3-Practice evaluating building envelope R-values.
Week 4-Practice air balancing using electronic velometer.
Week 5-Manual J
Week 6-Manual J
Week 7-Manual D
Week 8-Manual D Final Test

Evaluation methods	Written Tests including Final 15% Lab Projects 85%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Gary Boyett
Term	SUMMER 2025	Office	WTC 1056
Section	189	Phone	903-782-0465
		email	gboyett@parisjc.edu

Course	HART 2345
Title	Air Conditioning System Design

Description

A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; ACCA Manual J heat gain and heat loss calculations including equipment selection, ACCA Manual D duct design and balancing the air system.Fee charged.

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to Design and calculate system and duct work. Graduates will be able to install, service, troubleshoot and repair commercial/industrial refrigeration equipment.

Schedule

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Week 2-Practice sizing duct using duct calculator.
Week 3-Practice evaluating building envelope R-values.
Week 4-Practice air balancing using electronic velometer.
Week 5-Manual J
Week 6-Manual J
Week 7-Manual D
Week 8-Manual D Final Test

Evaluation methods	Written Tests including Final 15% Lab Projects 85%

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER 2025
Section	489

Faculty	Chris Bardrick
Office	GV-A116
Phone	903-782-0465
email	cbardrick@parisjc.edu

Course	HART 2345
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Week 3-Practice evaluating building envelope R-values.
Week 4-Practice air balancing using electronic velometer.
Week 5-Manual J
Week 6-Manual J
Week 7-Manual D
Week 8-Manual D Final Test

Evaluation methods	Written Tests including Final 15% Lab Projects 85%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Gary Boyett
Term	SUMMER 2025	Office	WTC 1056
Section	189	Phone	903-782-0465
		email	gboyett@parisjc.edu

Course	HART 2349
Title	Heat Pumps

Description

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems. Fee charged.

Textbooks

Refrigeration and Air Conditioning Technology, Eighth Edition
Whitman, Johnson, Tomczyk, and Silberstein

Student Learning Outcomes (SLO)

Graduates will be able to install, service, troubleshoot and repair heat pumps for central air conditioning.

Schedule

Week 1-Study heat pump piping and refrigerant flow with heat pump trainer.
Week 2-Practice using schematics to determine component operation in heat pump circuits.
Week 3-Practice wiring heat pump circuit with ICM defrost control.
Week 4-Practice wiring heat pump circuit with Ranco E-15 defrost control.
Week 5-Practice wiring heat pump circuit with G.E./Carrier mechanical defrost timer.
Week 6-Practice troubleshooting reversing valve mechanically and electrically on assigned units.
Week 7-Practice charging heat pumps in heating mode with manufacturer's charging charts on assigned units.
Week 8-Practice checking, troubleshooting and repairing defrost circuit on heat pumps. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Chris Bardrick
Term	SUMMER 2025	Office	GV-A116
Section	489	Phone	903-782-0465
		email	cbardrick@parisjc.edu

Course	HART 2349
Title	Heat Pumps

Description

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Whitman, Johnson, Tomczyk, and Silberstein

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Schedule

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Week 8-Practice checking, troubleshooting and repairing defrost circuit on heat pumps. Final Test

Evaluation methods	Written Tests including Final 10% On-line Blackboard Assignments 15% Lab Projects 75%

HIST 1302.205

United States History I

SUMMER II 2025

ONLINE

Matt White matt.white@parisjc.edu

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

Course 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, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.
Maximum SCH per student..... 3
Maximum SCH per course 3
Maximum contact hours per course..... 48

Course Goals and Objectives:

History 1302 Program and Course Outcomes: Upon successful completion of this course, students will:
1. Create an argument through the use of historical evidence.
2. Analyze and interpret primary and secondary sources. 150
3. Analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

Course Policies
Three Grades—mid-term (35%) and final exam (35%) and assorted daily or weekly quizzes and homework assignments (30%)—will be averaged to calculate final grade.

Grading Criteria
Homework assignments are graded on whether or not they answer the question or not and are the assigned length. Homework is not graded as critically as are the

tests. Tests need to have a thesis with three to five main points and then these main points must be supported in separate body paragraphs. The information MUST be correct and not plagiarized and needs to show evidence of thoughtfulness

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is AUGUST **6th.**

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Paris Junior College Syllabus

Year	2025	Faculty	Jennifer Washington
Term	Summer A	Office	AS 149
Section	250	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
1. ISBN: 9781584267744

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

DATETOPICREADINGS ASSIGNMENTS LECTURES
06/02/25HIM ProfessionsChapter 1
06/09/25Health Information Functions, Purposes, & UsersChapter 3
06/16/25
Health Record Content & DocumentationChapter 4
06/23/25Clinical Terminology, Classifications, & Code SystemsChapter 5
06/30/25Data Management & Secondary Data SourcesChapter 6/7
07/07/25Finals WeekFinal Exam due TUESDAY 8:00am
□

Evaluation methods

Exam: 30%
Journals 10%
Quizzes 60%

Paris Junior College Syllabus

Year	2025
Term	Summer Extended
Section	250

Faculty	Jennifer Washington
Office	AS 149
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

Inclusive Access

***Your ebook and Connect Access are now included in your tuition for this course. Do not purchase a textbook/connect access code for this course. If you would like to purchase a loose leaf

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

DATETOPICREADINGS ASSIGNMENTS LECTURES
06/02/25Intro/Body OrientationCh1/4 SmartBook/Quiz,ORD assignment
06/09/25Prefix and SuffixCh 2/3 Smartbook/Quiz
06/16/25Integ./MusculoskeletalCh 5/6 Smartbook/Quiz
06/23/25Nervous SystemCh7 Smartbook/Quiz
06/30/25Endocrine SystemCh 9 Smartbook/Quiz
07/07/25BloodCh 10 Smartbook/Quiz
07/14/25Cardiovasc. SystemCh 11 Smartbook/Quiz
07/21/25Respiratory SystemCh 12 Smartbook/Quiz
07/28/25Digestive SystemCh14 SmartBook/Quiz
08/04/25Urinary/Male/FemaleCh 15/16/17 Smartbook/Quiz
08/11/25Finals WeekFinal exam due Thursday by 8:00am
□

Evaluation methods	Grade Breakdown: SmartBook: 40% Tests: 40% Final Exam: 20%

Paris Junior College Syllabus

Year	2025
Term	Summer B
Section	265

Faculty	Jennifer Washington
Office	AS 149
Phone	903-782-0731
email	jwashington@parisjc.edu

Course	HITT1345
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
Do not redeem the student membership code and do not lose it! You will need it in your final semester! It is on a loose piece of cardstock that will come with your book IF you ordered THIS ISBN through the PJC bookstore or the publisher ahima.org
ISBN: 9781584267744

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

DATETOPICREADINGS ASSIGNMENTS LECTURES
07/14/2025Healthcare Delivery; Health LawCh 2/8 Cornell Notes, Test, DB
07/21/2025Data Privacy, Confidentiality, SecurityCh 9/10 Cornell Notes, Test, DB
07/28/2025Health Info Systems, Health InfoCh 11/12 Cornell Notes, Test
08/04/2025Healthcare Statistics/Fraud, Abuse, ComplianceCh 14/16 Cornell Notes, Test; DB; Projects
08/11/2025Performance Improvement, Ethics, FINAL EXAMCh 18 Cornell Notes, Test; FINAL EXAM; Extra Credit
^^be aware of the limited time to complete Ch 18^^

Final Exam *due THURS 8am 8/14 no exceptions

Evaluation methods

Grades will be weighted as follows

Assignments – 30%

Discussion Board – 30%

Chapter Tests - 20%

Final Exam – 20%

Paris Junior College
HPRS 2300.200 Pharmacology
Summer 2025
Instructor: Kristi Shultz, RN
Phone: 903-782-0439
Office: 1209 Workforce Training Center
E-mail: kshultz@parisjc.edu

Course Syllabus
Please carefully read this syllabus and print a copy for future reference. This syllabus is considered the ruling document when questions arise. The syllabus, schedule, policies, procedures and assignments in this course are subject to change in the event of extenuating circumstances.

Course Information
Course Title: Pharmacology for Health Professions
Course Number: HPRS 2300.200
Course Description: A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of dosages.
Course Format: Guided learning via an Internet (Blackboard) classroom. This course is not self-paced. Attendance is met by timely completion of weekly assignments.
Course Start Date: 06/02/2025
Official Reporting Date: 06/05/2025 (**Must complete an assignment by June 4th**)
Course End Date: 07/9/2025

Course Objectives
See Course Objectives in the Course Materials section accessible from the homepage.
At course completion, the student will be able to:

1. Apply knowledge of pharmacology to the health care field
2. Apply general terminology to medication usage
3. Identify drug classifications and list examples of common drugs in each classification
4. Identify the therapeutic use of individual drugs including indications, contraindications, and routes of administration and adverse effects
5. Calculate medication conversions and dosages
6. Recognize the safe management of medications and solutions

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

Course Structure and Organization
This course consists of reading assignments, quizzes, critical thinking or problem solving activities, discussions, a pharmacology project and exams. Weekly PowerPoint lectures are available from the homepage (click on the icons titled Week…).

Important Information
This course does not attempt to teach basic use of a computer. All students must be able to search the internet, send email, and perform other basic computer skills. Students without these computer skills are unlikely to succeed in an online course. You may complete assignments early that are open to you (e.g., Pharmacology Project). Do not procrastinate; remember unexpected events can/do occur and

they can be very costly to your grade if they prevent you from meeting deadlines.
Students who **do not access** the course and complete first (1st) assignment by the Official Reporting Day (**June 04, 2025**) will be dropped from the course automatically.

Required Textbook
Book Title: Pharmacology Clear & Simple, Author: Cynthia J. Watkins, Publisher: F.A.Davis
Edition/Year: 4th edition, 2013, ISBN: **9781719644747**

Computer/Software Requirements
Minimum computer requirements are: Windows XP or later, Pentium or K6, 200 MHZ, 800 MB hard drive (Pentium II 400 MHz or higher is recommended), 512 MB RAM, Sound Card, Video Card.

Necessary software includes: Microsoft Word and PowerPoint 2003 or later, a current Internet browser such as Microsoft Internet Explorer or Mozilla Firefox, and Adobe Acrobat Reader v8.0 or higher. You will also need reliable Internet access and an external email account for backup in case the Blackboard server goes down. Paris Junior College offers student email accounts. Go to the PJC homepage and type DragonMail in the search box; click Go then About DragonMail and follow the prompts.

Instructor Information
Name: Kristi Shultz, RN
Email: kshultz@parisjc.edu (I prefer the Blackboard email for course related communication)
Office location: Paris Campus, Bobby Walters Workforce Training-office 1209
Office hours: email to schedule an appointment Phone: 903-782-0439

Instructor Availability/Contact
I am online several times per day on most days to respond to email, review assignments, and answer questions. I provide you with this information to make it easier to communicate with me, and not to limit our contact. I want you to know that, should you need to contact me, you should not hesitate to do so. You too should check your course email and monitor class announcements frequently (approximately every other day at least) for important information. For emergencies, when you are not able to gain access to messages via Blackboard, please send a message to my PJC email (kshultz@parisjc.edu).

Feedback
I will provide grades and/or comments on each week's assignments within six days of when they were submitted. LATE work ***will not*** be accepted. You may track your grades by clicking on the icon My Grades on the homepage. PJC faculty and/or Counseling & Advising staff may contact you if you do not demonstrate expected progress during the course. The purpose of our contacting you is to problem solve with you to promote your success. Please ensure that your contact information (e.g., phone and personal email address) is current in the Record's Office to facilitate our contact.

Grading Formula
The grades in this course are calculated on a percentage system and are based on a possible 100%. The following is the percentage to letter grade conversion for the course:
89.5 - 100% = A, 79.5 - 89 = B, 69.5 - 79 = C, 59.5 - 69 = D, Below 59.5 = F.

Value/Weight of Course Assignments
Activity and maximum possible percentage of final grade:
Weekly Assignments = 15%
Chapter Activities = 17%
Pharmacology Project – 2 parts = 17% (Counts like a test grade)
Exams = 51% (Each exam is worth 17%)
Optional Extra Credit Final = 5%

Technical Support
Blackboard Help for Students is available by clicking On Demand Learning Center from your first screen after logging in. You may also **call 903-782-0496** or email the Help Desk at **helpdesk@parisjc.edu** for technical assistance. They will provide you a reference number and you must email that number to the instructor the same day you contact technical support.

General Policies and Procedures

Students with Special Needs/Students with Disabilities
Paris Junior College has a process in place to address the needs of students who fall under the Americans with Disabilities Act. Students who are identified as disabled must complete a Request for Accommodations form and supply appropriate documentation to the Student Development Officer as soon as possible. The student may visit with a counselor at the main campus or at the off-campus centers on the designated days to discuss their request, documentation, and complete all necessary paperwork. Once the paperwork is complete, the student will then contact their instructors for approved accommodations as listed on the Faculty/Staff Information Form. The student will provide a copy of this form to the instructor. Each student receives a copy of the Handbook for Students with Disabilities.

Scholastic Dishonesty Policy
Student violations involving scholastic dishonesty are handled by the faculty member(s) involved. Should the student object to the decision of the faculty member(s), the appeals procedures for instructional due process may be utilized.

"Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion.
"Cheating" shall include, but not be limited to:
1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Students are required to adhere to all Paris Junior College's policies and procedures. Policies and procedures are located in the Student Handbook which is available in both paper and electronic format.

Assignments

Weekly Assignments

You will have an orientation quiz, vocabulary and math quizzes, written assignments and three class discussions during this course. The orientation quiz (***due by June 4th***) may be taken **twice** but vocabulary and math quizzes may only be taken **once**. You are expected to respond to required class discussions at a college level (i.e., using correct grammar, punctuation, and spelling). Instructions and grading criteria for each discussion will be provided at the beginning of the week they are due. Access the discussion forum by clicking on Class Discussions on the homepage, then Discussions. Please use appropriate language and respect for others during interactions (Refer to Students' Standard of Conduct in your PJC Student Handbook). You are expected to complete your assignments on time.

Chapter Activities

Each of your assigned textbook chapters has a corresponding End of Chapter Activity. On the weekly assignments schedule below, you will frequently be assigned to complete the True and False, and Multiple Choice areas of these activities. After you have answered these sections in your book, go to the homepage and click on the appropriate week's icon (e.g., Week 1 to access Chapter 1 Activity), then click on the assigned Chapter Activity to complete it. You will have two opportunities to complete the Chapter 1 activity; however, after Chapter 1 you will have only one opportunity to complete the end of chapter activities. You are expected to complete your activities on time.

Pharmacology Project (2 PARTS – Quiz & PowerPoint)

Medication errors are a major problem in healthcare and they often result in devastating consequences for all involved. This course requires a project to help you discover the scope of medication errors in healthcare and strategies to prevent them. This project includes two sections. Section one (Medication Error Prevention Quiz) is worth **60%** of your total project grade and section two (Research/PowerPoint Presentation) is worth **40%** of your total project grade. The total project grade accounts for 17% of your final course grade so it should be taken seriously and started early (**Due July 7, 2025 by 11:50 pm**).

Part 1 / Section One Instructions:

1. Go back to Blackboard course & complete the Medication Error Prevention Quiz.

WARNING: Do NOT access the Medication Error Prevention Quiz (Within Blackboard) until you are ready to take it; you only have one attempt. You will have 60 minutes to complete the quiz when you access it. The quiz consists of 50 questions

Part / Section Two Instructions:

1. Research multiple reliable sources such as healthcare journals and books regarding types of

medication errors and ways to prevent them (Hint: Take advantage of PJC's online librarian assistance and databases to help you with your research); use of a minimum of four resources is required. Your research may identify as many as 11 different types. **WARNING**: Do not confuse types of medication errors with examples. For instance, Type = Administration Errors and Example = Nurse Ann gave the wrong dose of medication to Mr. Smith. You must be able to identify and describe five different types of medication errors and three strategies to prevent medication errors for this project's PowerPoint. You will need to identify the sources of your information using American Psychological Association (APA) format in your PowerPoint so keep track of your reference information as you do your research. See http://www.apa.org/ to help you format your references.

2. Create a 10-slide PowerPoint presentation as follows:
Be creative, use ClipArt and wording that illustrates your research findings.
Slide 1: Include the title of your presentation, your name, instructor's name, and school's name.
Slides 2-6: Identify five different types (not examples) of medication errors and their descriptions (one per slide). Example: Administration Errors. Administration errors are medication errors that occur during the patient delivery process. They may involve delivery of the wrong medication, administration of the wrong dose, administration of medication to the wrong patient, administration at the wrong time, delivery to the wrong patient, or administration via the wrong route such as oral rather than injectable (Taylor, Lillis, LeMone, & Lynn, 2008).
Slides 7-9: Describe three ways (one per slide) to prevent medication errors. You may not use the 5-6 rights (i.e., right patient, right time, right documentation, etc.).
Slide 10: This is your reference slide; include citation information (in APA format) for each of the sources used in your slides (Hint: PJC Writing Center staff is a great resource & Online Son of Citation Machine will help you cite correctly.).
Attach the PowerPoint to a Blackboard email and send it to me.

Grading Criteria for PowerPoint Presentation:
Introduction slide (slide 1) content complete and accurate (5%)
Spelling, grammar, and punctuation (5% = 0-1 errors, 3% = 2-4 errors, more than 4 errors = 0%)
Five types of medication errors (25%)
Detailed description of each of the five identified medication error types (25%)
Detailed description of three medication error prevention strategies (30%)
Reference slide includes citation information, correctly formatted using APA style, for a minimum of 4 resources cited in the slides (10%)
I will deduct ***10 points*** if you do not follow the 10-Slide PowerPoint presentation instructions and Please do not wait until the last minute to get started on this project.

Exams
Exams 1-3: These are taken on home on your computer.

Optional Extra Credit Final
You have the option of completing an extra credit proctored final at the end of the course. The extra credit final is a multiple choice exam covering the classifications on pages 415 to 434. This extra credit final is the only opportunity for extra credit. You have nothing to lose by opting to take the final; your course grade can only go up. You have the chance to earn a maximum extra 5% on your course grade. Here's how it works. Your course grade is listed in your "My Grades" area on the homepage. If you opt to take the extra credit final, you will see a score appear, as with other assignments, on that same screen in the extra credit final area. I will take the score you earn and multiply it by 0.05 to identify how many of the 5% points you've earned and will then add that percent to your course grade before I submit it. The course grade you see in Blackboard will not

reflect the extra points you've earned because I have to calculate and add them manually but you can figure it out for yourself as soon as you get your score on the final.

Example: My course grade is 78.38 (C) after all my assignments are completed. I take the extra credit final and only earn 34 out of a possible 100 points (clearly I should have read/studied more). I multiply my 34 by 0.05 and now know I've earned an extra 1.7 percent toward my course grade. I add 1.7 to 78.38 and have an end of course grade of 80.08 (B).

The last day to ***Withdraw*** with a "W" is ***07/02/2025 Wednesday***. If you need my assistance to drop, please call & email me by 12 pm 07/2/2025. Otherwise, go to your nearest PJC campus for assistance. They may require proof that you have contacted me. If you receive financial aid, they must sign drop form. Call me before you try to withdraw.

1. Assignment:
   Digital Poster/Advertisement:
   Choose a medication or drug classification from Chapter 15. Create an advertisement (using PowerPoint or Word) for the drug or classification you choose; describe what the drug/classification is used for and its possible side effects. Include ClipArt to make your advertisement visually appealing. The ClipArt/pictures that you use should relate to the drug/classification's function and side effects. Submit your completed digital poster/advertisement to me as an attachment via Blackboard email.

Grading Criteria:
Medication/drug classification chosen from Chapter 15 (5%)
Clearly/comprehensively describes medication/drug classification's uses/function (35%)
Clearly/comprehensively describes medication/drug classification's possible side effects 35%
Creativity/visual appeal (20%)
Spelling, grammar, and punctuation 5% = 0-1 errors, 3% = 2-4 errors, > than 4 errors = 0%

Paris Junior College
HPRS 2301.290 Pathophysiology
Summer I, 2025-June 2 to August 14
Syllabus

Course Name & Section: **HPRS 2301-290 Summer I**	Term: **Summer I-Extended Sub Term**
Credit Hours: **SCH-3:3:0**	Prerequisites: **None**
Meeting Days & Times: **June 2 to August 14- online**	Building & Room: **Online**
Instructor Name: **Kandice Pryor, MSN, RN**	Instructor Contact Information: **Kpryor@parisjc.edu** 903-782-5281

Mission
Paris Junior College is a comprehensive community college serving the region's 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 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.

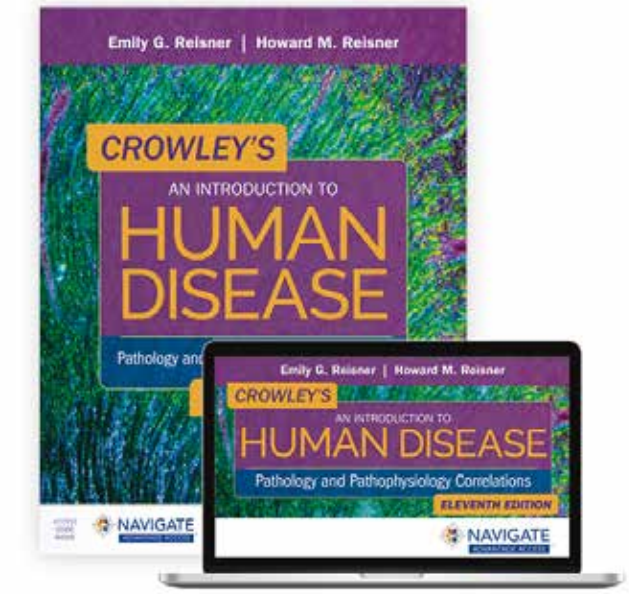
*All outcomes require SCANS competencies F1-F7. (See last page for competencies).

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: 9781284183832
- https://www.jblearning.com/catalog/productdetails/9781284183856 © 2022

Access Code Subscription Length: 365 Days

- The access code to Navigate 2 is included with your purchased "Textbook/Materials".

Course Structure and Organization

1. Complete all course work with a final average 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 the final exam provide the grade for the course.

Technology Requirements

- Software: Microsoft Office -Word

- Browser: Google Chrome, Safari (Mac) Firefox
- 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
Paris Junior College's policy is to provide reasonable accommodation for qualified individuals who are students with disabilities. This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines for providing reasonable accommodation 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 on time and follow due dates.

Class Withdrawal
A student may withdraw from a course after the official reporting day (ORD) Thursday, June 19, and up until the withdrawal deadline. The student must initiate withdrawals, 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**, **July 30**.

Assignments.
Assignments will be posted by the instructor on Blackboard. All assignments are to be completed in Blackboard. 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 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 the assignments** by the specified due dates will result in a zero for the grade.

Study Guides-Navigate 2 Advantage
When you purchase your textbook, you will be able to access Navigate 2 and create an account with Jones and Bartlett at www.jbleaning.com. Follow the directions on the tear-out card located in front of the book. Once you have access to Crowley's, click on "launch open enrollment;" **NOT** "instructor-led" for the course. Once you have done this you can click on the "***Crowley's-An Introduction to Human Diseases: Pathology and Pathophysiology***" link just above "start here" and click on "open in new window" when prompted. This will open a list of folders containing review material, podcasts, animations, case studies, the workbook, and chapter folders. The chapter folders contain the objectives for each chapter, slides, and the e-book. The answers to the workbook questions are in Blackboard under the "start here" link. The PowerPoint presentations help explain concepts and terms in studying for exams.

Tests
The due date for each test is posted on Blackboard, in the announcements, and 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 60-minute time limit. Tests are on the honor system with no

books other than the required textbook except for the Ebook. 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 90 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	**Chapter 1** General Concepts of Disease: Principles of Diagnosis **Chapter 2** Cells and Tissues: Their Structure and Function in Health and Disease **Chapter 3** Genes, DNA, Chromosomes, and Cell Division **Chapter 4** Congenital and Hereditary Diseases **Chapter 5** Inflammation and Repair **Chapter 6** Immunity, Hypersensitivity, Allergy, and Autoimmune Diseases **Chapter 7** Neoplastic Disease **Chapter 8** Pathogenic Microorganisms	**Assignment 1** **Chapters 1-8** **BONUS QUIZ** **TEST 1** **Chapters 1-8** **50 Questions** **Open Book** **60 minutes**	**Open: Mon. June 2-0600** **Closed: Sun. June 15-1159** **DUE: JUNE 19** **Open: Sat. June 14-0600** **Closed: Sat. June 21-1159**
2	**Chapter 9** Parasitic Disease **Chapter 10** Communicable Disease Control and Sexually Transmitted Disease **Chapter 11** The Cardiovascular System **Chapter 12** Diseases of Blood Circulation **Chapter 13** The Hematopoietic and Lymphatic Systems **Chapter 14** Abnormalities of Blood Coagulation	**Assignment 2** **Chapters 9-14** **TEST 2** **Chapters 9-14** **50 Questions** **Open Book** **60 minutes**	**Open: Mon. June 16-0600** **Closed: Sun. June 29-1159** **Open: Sat. June 28-0600** **Closed: Sat. July 5**
3	**Chapter 15** The Respiratory System **Chapter 16** The Breast **Chapter 17** The Female Reproductive System **Chapter 18** Prenatal Development and Conditions Associated with Pregnancy **Chapter 19** The Urinary System and Fluid Homeostasis	**Assignment 3** **Chapters 15-20**	**Open: Mon. June 30-0600** **Closed: Sun. July 13-1159**

4	**Chapter 20** The Male Reproductive System **OFFICIAL REPORTING DAY JUNE 19** **BONUS QUIZ DUE JUNE 19** **Chapter 21** The Liver and the Biliary System **Chapter 22** The Pancreas and Diabetes Mellitus **Chapter 23** The Gastrointestinal Tract **Chapter 24** The Endocrine Glands **Chapter 25** The Nervous System **Chapter 26** The Musculoskeletal System **LAST DAY TO DROP WITH A "W"-JULY 30** **If you wish to retake a test to improve your grade, you must inform the instructor which test you want to take.**	**TEST 3** **Chapters 15-20** **50 Questions** **Open Book** **60 minutes** **Assignment 4** **Chapters 21-26** **TEST 4** **Chapters 21-16** **50 Questions** **Open Book** **60 minutes** **TEST RETAKE** **FINAL EXAM** **Closed Book** **Comprehensive** **Chapters 1-26** **100 Questions** **90 Minutes** **FINAL GRADES DUE AUG.15**	**Open: Sat. July 12-0600** **Closed: Sat. July 19-1159** **Open: Mon. July 14-0600** **Closed: Sun. July 27-1159** **Open: Sat. July 26-0600** **Closed: Sat. August 2 -1159** **Open: Tues. Aug. 6-0600** **Closed: Sat. Aug. 9-1159** **Open: Wed. Aug. 13-0600** **Closed: Thurs. Aug. 14- 1159**

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	2024-2025	Faculty	Micah minjarez
Term	Summer - 2413S	Office	AS 132
Section	185	Phone	903-782-0361
		email	mminjarez@parisjc.edu

Course	HRGY 1319.185
Title	Basic Horology 1

Description	Introduction to watchmaking profession and customer service concepts. Emphasis on tool preparation, component handling, metrology, and product identification.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Identify various tools and their functions; commission workbench and tools for efficient workflow; manipulate small parts with hand tools; measure miniature components with calipers and micrometers; classify various timepieces into technological groups; and identify various styles of encasing components by style and function.
Schedule	Week 1-2-Introduction to Workforce/campus/course/profession/skills-based learning/concept of excellence. Safety/Workshop organization and Workflow/Tool identification/Metrology/Maintenance of tools. Week 3-4-Maintenance of equipment/Tool commissioning/Tool techniques Week 4-5-Tool commissioning/Tool techniques/Component handling Week 5-6-Tool commissioning/Tool techniques/Component handling/Product identification Week 7-8-Service process theory Week 9-10-Nomenclature of movement parts Week 11-12-Aesthetic control Week 13-Fault analysis
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025	Faculty	Micah Minjarez
Term	Summer - 243S	Office	AS 132
Section	185	Phone	903-782-0361
		email	mminjarez@parisjc.edu

Course	HRGY 1320.185
Title	Basic Horology 2

Description	Continuation of Basic Horology I with emphasis on efficient execution of service process; knowledge of parts nomenclature; identification of preexisting aesthetic and functional conditions; and discussion of fault analysis principles as applied to timepieces.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Identify various tools and their functions; commission workbench and tools for efficient workflow; manipulate small parts with hand tools; measure miniature components with calipers and micrometers; classify various timepieces into technological groups; and identify various styles of encasing components by style and function.
Schedule	Week 1-2-Introduction to Workforce/campus/course/profession/skills-based learning/concept of excellence. Safety/Workshop organization and Workflow/Tool identification/Metrology/Maintenance of tools. Week 3-4-Maintenance of equipment/Tool commissioning/Tool techniques Week 4-5-Tool commissioning/Tool techniques/Component handling Week 6-7-Tool commissioning/Tool techniques/Component handling/Product identification Week 8-9-Service process theory Week 9-10-Nomenclature of movement parts Week 11-12-Aesthetic control Week 13-Fault analysis
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Summer - 243S
Section	185

Faculty	Micah Minjarez
Office	AS 132
Phone	903-782-0361
email	mminjarez@parisjc.edu

Course	HRGY 1321.185
Title	Basic Horology 3

Description	Continuation of Basic Horology II. Emphasis on encasing component identification and manipulation techniques; regulating principles of mechanical timepieces; and changing power cells in quartz watches.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Identify service techniques for one-, two-, and three-piece cases; demonstrate opening and closing techniques for snap, screw–down and screw–on case backs; differentiate between acrylic, mineral glass, and sapphire watch crystals; identify crowns by aesthetics and function; remove and install attachments using a variety of fixing methods; use timing machine to regulate mechanical watches; and operate quartz tester to judge condition of movement and power cell.
Schedule	Week 1-7: Encasing 1. Week 8-13: Encasing 2
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025	Faculty	Micah Minjarez
Term	Summer - 243S	Office	AS 132
Section	185	Phone	903-782-0361
		email	mminjarez@parisjc.edu

Course	HRGY 1322.185
Title	Basic Horology 4

Description	Continuation of Basic Horology III. Emphasis on dismantling and reassembly of encasing components; basic refinishing techniques; fitting new movement (movement exchange); fitting new stem; waterproof testing; and delivery of finished repairs.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Identify service techniques for one-, two-, and three-piece cases; demonstrate opening and closing techniques for snap, screw–down and screw–on case backs; differentiate between acrylic, mineral glass, and sapphire watch crystals; identify crowns by aesthetics and function; remove and install attachments using a variety of fixing methods; use timing machine to regulate mechanical watches; and operate quartz tester to judge condition of movement and power cell.
Schedule	Week 1-7: Encasing 1. Week 8-13: Encasing 2
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1371.185 253T
Title	Introduction to Computer Aided Design

Description

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

Textbooks

Matrix Software for Jewelry Artisans

Student Learning Outcomes (SLO)

Demonstrate knowledge of the interface of the Matrix 9 and Rhino 7 screen. Know how to create, split, trim, duplicate, rotate, mirror, copy and join lines. Knowledge of Revo stratigies Auto Flat Milling (2ops) and Rotary ring (1ops).

Schedule

May 19th - June 5th

Creating beginning projects for jewelry articles.

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1372.185 253T
Title	Technical Illustration for Jewelry CAD Desgin

Description

Continuation of HRGY 1371. Topics include pictorial drawing including isometrics, oblique's, perspectives, charts, and graphs; shading and transfer lettering; and use of different media.
Credits: 3= 1 lecture and 8 laboratory hours per week
TSI Requirement: xxx M, xxx R, xxx W.
Prerequisite(s): HRGY 1371

Textbooks

Matrix Software for Jewelry Artisans

Student Learning Outcomes (SLO)

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

Schedule

June 9th - June 26th
Beginning Comprehention of 3D Printing

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1373.185 253T
Title	Basic Computer Aided Drafting for Jewelry Design

Description

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

Textbooks

Matrix Software for Jewelry Artisans

Student Learning Outcomes (SLO)

Demonstrate skill of producing and changing jewelry articles into a more complex model.
Demonstrate knowledge of STL files and 3D printing.

Schedule

June 30th - July 17th

Creating intermediate projects for jewelry articles.
Continuation of 3D Printing

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1374.185 253T
Title	Solid Modeling Design for Jewelry

Description

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

Textbooks

Handouts on Blackboard

Student Learning Outcomes (SLO)

Demonstrate skill of modeling Advanced Surfaces. Knowledge of Advanced 3D printing stratigies.

Schedule

July 21st - August 7th

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

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Micah Minjarez
Term	Summer - 2413S	Office	AS 132
Section	185	Phone	903-782-0361
		email	mminjarez@parisjc.edu

Course	HRGY 2301.185
Title	Intermediate Horology 1

Description	Introduction to the functional theory of both mechanical and quartz watches with emphasis on movement fault analysis using a systematic approach as required by each technology.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Analyze in detail the eight effects on isochronism; sketch power flow diagram; compare and contrast precision and accuracy as they apply to service process; examine multiple systems to determine faults; evaluate movement condition using industry standard testing and analyzing equipment on both mechanical and quartz watches; compare and contrast fault analysis of mechanical and quartz timepieces; and distinguish faults according to their effects on isochronism.
Schedule	Week 1-2-Mechanical watches – applied theory. Week 3-4-Mechanical watches – applied theory. Week 4-5-Quartz watches – applied theory. Week 5-6-Quartz watches – applied theory. Week 7-8-Tribology – mechanical and quartz. Week 9-10-Tribology – mechanical and quartz. Week 11-12-Tribology – mechanical and quartz. Week 13-Tribology – mechanical and quartz
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Summer - 243S
Section	185

Faculty	Micah Minjarez
Office	AS 132
Phone	903-782-0361
email	mminjarez@parisjc.edu

Course	HRGY 2302.185
Title	Intermediate Horology 2

Description

Continuation of Intermediate Horology I with emphasis on disassembly and reassembly of mechanical and quartz movements; clean and careful handling of movement components; work–holding; tool selection and application; enhanced kinesthetic skills; tribology and the effect of friction on mechanical and quartz technologies; and lubrication techniques.

Textbooks

9782940025497 - The Theory of Horology - Charles Reymondin

Student Learning Outcomes (SLO)

Identify components responsible for each system function in mechanical and quartz timepieces; identify winding and setting components by name and function; identify parts using industry standard nomenclature for mechanical and quartz timepieces; compare and contrast discrete components by function for mechanical and quartz timepieces; judge lubrication requirements based on pressure, torque, and speed; and, select proper lubricant according to friction demands with functional consideration of effect of lubricant choice on amplitude in mechanical watches and consumption in quartz watches.

Schedule

Week 1-2-Mechanical watches – applied theory.
Week 3-4-Mechanical watches – applied theory.
Week 5-6-Quartz watches – applied theory.
Week 7-8-Quartz watches – applied theory.
Week 9-10-Tribology – mechanical and quartz.
Week 11-12-Tribology – mechanical and quartz.
Week 13-Tribology – mechanical and quartz.

Evaluation methods

Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory)
50% final grade

Composite grade on all homework assignments
20% final grade

Composite grade on all assessments (practical or theoretical)
20% final grade

Work ethics
10% final grade

Paris Junior College Syllabus

Year	2024-2025	Faculty	Micah Minjarez
Term	Summer - 243S	Office	AS 132
Section	185	Phone	903-782-0361
		email	mminjarez@parisjc.edu

Course	HRGY 2303.185
Title	Intermediate Horology 3

Description	Continuation of Intermediate Horology II with emphasis on winding/setting mechanism; mainspring and barrel; and gear train.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	IDemonstrate understanding of various winding and setting mechanisms as implemented on a variety of mechanical and quartz movements; demonstrate safe removal and replacement of mainspring; evaluate condition of mainspring; examine train wheels for trueness and manipulate as necessary; evaluate safe functionality of gear train; distinguish effective cannon pinion friction – adjusting as necessary; and demonstrate ability to move jewels to effect gear train end–shake.
Schedule	Week 1-2-Mechanical watches – winding/setting. Week 3-4-Mechanical watches – accumulator. Week 5-6-Mechanical watches – transmission. Week 7-8-Mechanical watches – applied tribology. Week 9-10-Mechanical watches – distribution. Week 11-12-Mechanical watches – distribution. Week 13-Mechanical watches – distribution.
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025	Faculty	Micah Minjarez
Term	Summer - 243S	Office	AS 132
Section	185	Phone	903-782-0361
		email	mminjarez@parisjc.edu

Course	HRGY 2304.185
Title	Intermediate Horology 4

Description	Continuation of Intermediate Horology III with emphasis on escapement functions and adjustment.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Construct and deliver a lesson on an instructor selected topic related to escapements; judge condition and demonstrate ability to replace shellac on impulse pin and pallet stone; and analyze and adjust various escapement components for maximum chronometry.
Schedule	Week 1-2-Mechanical watches – winding/setting. Week 3-4-Mechanical watches – accumulator. Week 5-6-Mechanical watches – transmission. Week 7-8-Mechanical watches – applied tribology. Week 9-10-Mechanical watches – distribution. Week 11-12-Mechanical watches – distribution. Week 13-Mechanical watches – distribution.
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Fall - 243S
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903-782-0361
email	gfraze@parisjc.edu

Course	HRGY 2305.185
Title	Intermediate Horology 5

Description

Continuation of Intermediate Horology IV with emphasis on oscillator function, repair, and adjustment.

Textbooks

9782940025497 - The Theory of Horology - Charles Reymondin

Student Learning Outcomes (SLO)

Examine condition of various balance wheel elements for fault analysis; demonstrate ability to use a variety of tools and techniques to remove and replace a balance staff; statically poise a balance wheel; and adjust regulating pins to effect improvements in the isochronal characteristics of regulating unit.

Schedule

Week 1-2-Mechanical watches – regulation.
Week 3-4-Mechanical watches – regulation.
Week 5-6-Mechanical watches – regulation
Week 7-8-Mechanical watches – regulation.
Week 9-10-Mechanical watches – regulation/hairspring manipulation.
Week 11-12-Mechanical watches – regulation/hairspring manipulation.
Week 13-Mechanical watches – regulation/hairspring manipulation.

Evaluation methods

Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory)
50% final grade

Composite grade on all homework assignments
20% final grade

Composite grade on all assessments (practical or theoretical)
20% final grade

Work ethics
10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Fall - 243S
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903-782-0361
email	gfraze@parisjc.edu

Course	HRGY 2306.185
Title	Intermediate Horology 6

Description

Continuation of Intermediate Horology V with emphasis on balance spring manipulation to improve chronometry.

Textbooks

9782940025497 - The Theory of Horology - Charles Reymondin

Student Learning Outcomes (SLO)

Evaluate condition of balance spring in watch to determine manipulations needed for correction; and demonstrate ability to true a balance spring in the flat and the round at the stud and collet.

Schedule

Week 1-2-Mechanical watches – regulation.
Week 3-4-Mechanical watches – regulation.
Week 5-6-Mechanical watches – regulation
Week 7-8-Mechanical watches – regulation.
Week 9-10-Mechanical watches – regulation/hairspring manipulation.
Week 11-12-Mechanical watches – regulation/hairspring manipulation.
Week 13-Mechanical watches – regulation/hairspring manipulation.

Evaluation methods

Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory)
50% final grade

Composite grade on all homework assignments
20% final grade

Composite grade on all assessments (practical or theoretical)
20% final grade

Work ethics
10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Summer - 243S
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903-782-0361
email	gfraze@parisjc.edu

Course	HRGY 2307.185
Title	Intermediate Horology 7

Description	Continuation of Intermediate Horology VI with emphasis on complete service of manual wind, automatic wind, and quartz watches with a variety of complications.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Evaluate movement condition to determine service parameters via aesthetic and functional faults; operate equipment necessary for advanced fault analysis; distinguish lubrication requirements for specialized automatic device components; and dismantle, service, and reassemble watches with a variety of automatic and calendar mechanisms.
Schedule	Week 1-2-Complete service of manual wind, automatic wind, and quartz watches. Week 3-4-Complete service of manual wind, automatic wind, and quartz watches. Week 5-6-Complete service of manual wind, automatic wind, and quartz watches. Week 7-8-Complete service of manual wind, automatic wind, and quartz watches. Week 9-10-Precision timing/workflow/full service on manual wind, automatic wind and quartz watches. Week 11-12-Precision timing/workflow/full service on manual wind, automatic wind and quartz watches. Week 13-Precision timing/workflow/full service on manual wind, automatic wind and quartz
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Summer - 243S
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903-782-0361
email	gfraze@parisjc.edu

Course	HRGY 2308.185
Title	Intermediate Horology 8

Description

A continuation of Intermediate Horology VII with emphasis on precision timing, efficient workflow, and attention to detail throughout the service process from customer drop–off to customer pick–up.

Textbooks

9782940025497 - The Theory of Horology - Charles Reymondin

Student Learning Outcomes (SLO)

Demonstrate comprehensive ability to fully service quartz and mechanical timepieces including encasing; evaluate encasing and movement components for functional condition and ascertain need for replacement; demonstrate understanding of eight effects on isochronism by performing precision timing manipulations on mechanical watches; demonstrate time management skills by working on multiple timepieces simultaneously; and, demonstrate attention to detail by producing repair work that is clean and with all pre–existing conditions noted or corrected.

Schedule

Week 1-2-Complete service of manual wind, automatic wind, and quartz watches.
Week 3-4-Complete service of manual wind, automatic wind, and quartz watches.
Week 4-5-Complete service of manual wind, automatic wind, and quartz watches.
Week 6-7-Complete service of manual wind, automatic wind, and quartz watches.
Week 8-9-Precision timing/workflow/full service on manual wind, automatic wind and quartz watches.
Week 10-11-Precision timing/workflow/full service on manual wind, automatic wind and quartz watches.
Week 12-13-Precision timing/workflow/full service on manual wind, automatic wind and quartz

Evaluation methods

Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory)□
50% final grade

Composite grade on all homework assignments□
20% final grade

Composite grade on all assessments (practical or theoretical)□
20% final grade

Work ethics□
10% final grade

Paris Junior College Syllabus

Year	2024-2025
Term	Fall - 243S
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903-782-0361
email	gfraze@parisjc.edu

Course	HRGY 2341.185
Title	Advanced Horology Systems 1

Description

Introduction to the functional theory and service principles of modern chronograph watches with emphasis on nomenclature and knowledge of the wide variety of functions available in the marketplace.

Textbooks

9782940025497 - The Theory of Horology - Charles Reymondin

Student Learning Outcomes (SLO)

Apply sound service fundamentals to the chronograph basic movement; identify systems for chronograph operation, including start; stop; and return to zero functions; and apply knowledge of tribology of horological mechanisms to lubricate the various components of the chronograph complication.

Schedule

Week 1-2Chronograph theory and practical.
Week 3-4Chronograph theory and practical.
Week 5-6Chronograph theory and practical.
Week 7-8Chronograph theory and practical.
Week 9-10Chronograph theory and practical.
Week 11-12Chronograph theory and practical.
Week 13Chronograph theory and practical.

Evaluation methods

Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory)□
50% final grade

Composite grade on all homework assignments□
20% final grade

Composite grade on all assessments (practical or theoretical)□
20% final grade

Work ethics□
10% final grade

Paris Junior College Syllabus

Year	2024-2025	Faculty	Garrin Fraze
Term	Fall - 243S	Office	AS 132
Section	185	Phone	903-782-0361
		email	gfraze@parisjc.edu

Course	HRGY 2342.185
Title	Advanced Horology Systems 2

Description	A continuation of Advanced Horology Systems I with emphasis on chronographs with additional complications such as automatic winding and calendar mechanisms.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Demonstrate comprehensive ability to fully service modern chronographs with automatic and/or calendar complications to current industry standards; distinguish between horizontal clutch and vertical clutch chronograph mechanisms; and distinguish between cam operated chronograph mechanisms and column wheel mechanisms.
Schedule	Week 1-13Chronograph theory and practical.
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

Paris Junior College Syllabus

Year	2024-2025	Faculty	Garrin Fraze
Term	Summer - 243S	Office	AS 132
Section	185	Phone	903-782-0361
		email	gfraze@parisjc.edu

Course	HRGY 2343.185
Title	Advanced Horology Systems 3

Description	A continuation of Advanced Horological Systems II, emphasis on advanced electronic theory related to quartz analog watches and full service of chronograph, automatic, and quartz watches with the constraint of time.
Textbooks	9782940025497 - The Theory of Horology - Charles Reymondin
Student Learning Outcomes (SLO)	Demonstrate time management skills, practical skills, and knowledge necessary to fully service chronograph, automatic wind, and quartz watches with time constraints modeled after modern working environment production goals; demonstrate technical skills via practical component of final exam; and demonstrate theoretical knowledge of horological principles via written component of final exam.
Schedule	Week 1-13Chronograph theory and practical.
Evaluation methods	Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) 50% final grade Composite grade on all homework assignments 20% final grade Composite grade on all assessments (practical or theoretical) 20% final grade Work ethics 10% final grade

ITSC 1309.290
Integrated Software Applications I
Extended Summer 2024

Instructor: Christopher Withrow & Wanda Duncan
Office: AS 155
Phone: 903.782.0378
Email: cwithrow@parisjc.edu & wduncan@parisjc.edu
Office Hours: TBA

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course 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.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): Keyboarding proficiency (POFT 1329). It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement
NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:

Shelly Cashman Series: Microsoft Office 365 & Office 2021: Comprehensive.
Cable/Freund/Monk/Sebok/Vermaat
Bundled with a Loose-leaf Version + MindTap, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-94984-9

Shelly Cashman Series: Microsoft Office 365 & Outlook 2021: Comprehensive.
Hosington
Bundled with a Loose-leaf Version + MindTap, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-95003-6

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

Do **NOT** "opt out." If you "opt out," you will be responsible for paying for the course materials out of pocket.

You do not have to purchase anything from the PJC Bookstore.

Other Course Materials:
If you purchase a physical textbook, make sure you purchase a MindTap Printed Access Card (bundled with textbook if purchased from the PJC Bookstore).

Access to the Internet, e-mail, and 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.

Please see BlackBoard "Announcements" for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:
Upon successful completion of this course, the student will have:
1. Demonstrated the ability to use word processing, spreadsheet, database, and/or presentation media software efficiently
2. Demonstrated the ability to apply integration techniques and produce combined documents.

Student Learning Outcomes:
1. Utilized industry standard application software to produce personal, business, and academic reports, and presentations.

Course Schedule:

June 2 - 8	IceBreaker Discussion Board, Syllabus Quiz, and Register for MindTap
June 9 - 15	Word: Module 1 – Creating and Modifying a Flyer
June 16 - 22	Word: Module 2 – Creating a Research Paper
June 23 - 29	Word: Capstone – Modules 1 & 2
June 30 – July 6	PowerPoint: Module 1 – Creating and Editing Presentations with Pictures

July 7 - 13	PowerPoint: Module 2 – Enhancing Presentations with Shapes and WordArt
July 14 - 20	PowerPoint: Capstone – Modules 1 & 2
July 21 - 27	Excel: Module 1 – Creating a Worksheet and a Chart
July 28 – August 3	Excel: Module 2 – Formulas, Functions, and Formatting
August 4 - 10	Excel: Capstone – Modules 1 & 2
August 11 - 13	Outlook: Module 1 – Managing Email Messages with Outlook Outlook: Module 2 – Managing Calendars with Outlook

Course Requirements and Evaluation:
The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before Official Reporting Day (**June 19**) to avoid being dropped.

This is an **11-week** course that runs from **June 2** to **August 14**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**. The student will use the access code (purchased with the textbook) to access course documents, assessments, and exams. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Purchase required materials
- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for quizzes and examinations
- Take quizzes and examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There will be three capstones:

- Word Capstone
- Excel Capstone
- PowerPoint Capstone
    - The Capstones will be available to you to take on your home computer using the honor system.
    - You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read all chapters and review assessments to prepare for the exams. If you fail to complete chapter assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All chapter assessments will be completed within **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of projects, exams, capstones, 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:

2340	-	2600	=	A		90	-	100	=	A
2080	-	2339	=	B		80	-	89	=	B
1820	-	2079	=	C		70	-	79	=	C
1560	-	1819	=	D		60	-	69	=	D
0	-	1559	=	F		0	-	59	=	F

The assessments are broken-down as follows:
Syllabus Quiz = 1 assessment
BlackBoard Discussion Board Forum = 1 assessment
Projects = 12 assessments
Outlook Training = 2 assessments
Exams = 6 assessments
Capstones = 3 assessments

Checking your Grade:
To check your grades, click the "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 normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All module assessments will be completed by logging into **BlackBoard**, select a "module," and then select the "assessment" you are wanting to complete. Once you have selected the assessment, the "MindTap" window will appear and you can then begin working on the assessment.

MindTap assessments can be taken up to ***three (3) times*** to improve grade.

Course Procedures:
- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student's final grade. Deadlines are established at the beginning of the semester.
- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
- If you find that you cannot complete the course for any reason, contact your Instructor and refer to your college catalog for withdrawal procedures.
- Students must check the course frequently for announcements, and students must actively participate in class discussions.
- Minimum of **10 hours per week** of computer time is required for students to complete assessments. More computer time may be required, depending on your typing speed and computer knowledge.
- See the course schedule for when assignments are due.

Open lab:
AS 152
One-on-one tutoring available (e-mail for an appointment)

Course Policies
All assessments and due dates are posted well in advance, so it is reasonable to expect quality work from students submitted well before the due date. If you do not procrastinate, there should be no reason you cannot submit assessments promptly. Plan on turning in all work by the due date – there will be no make-up work or extra credit given.

You will find all the assessments for **MindTap** are linked into BlackBoard. You will need the Access card that was included with the textbook sold by the PJC Bookstore. If you purchased the textbook elsewhere, and it did not include the MindTap access card, you will need to purchase it as well. You must log into BlackBoard to complete all assignments. They must be completed before the due date. You are encouraged to work ahead in case there are questions that may arise.

ChatGPT/AI can only be used for research purposes only. Quoting ChatGPT/AI directly is strictly **prohibited** and will be considered **plagiarism**. If you use ChatGPT/AI as part of your research, remember that you must **cite** it on your resource page.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is **July 30**.

All work is completed online. Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities.

- **Check-in on a regular basis**. To be in attendance, you must be on the BlackBoard course Web site at least three (3) out of seven (7) days each week. Being present means you should be involved in any discussions and be current in turning in homework, projects, and assessments. Being present means you check your school e-mail account at least once every day.
- **Verify your course enrollment**. On the first day of the online course enter the Discussion Board. Here you will find an "IceBreaker (Student Coffee House)" forum. Students must reply to this forum in each course in order to verify their course enrollment. **If you do not complete this forum by ORD, you will be dropped from the course.**
- **Plan on spending at least two hours of work time for every credit hour that the course receives.** As a rule of thumb, colleges assume that you will attend as many hours as are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same minimum amount of time is necessary. In actual practice, some courses take many more hours of study.
- **Your Instructor can tell if you are visiting the course site.** There are tools in BlackBoard that allow your Instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

Students that have never attended class before the Official Reporting Day (**ORD**) will be withdrawn from the course by the institution. Students enrolled in an online course must "log in" and complete the week one assignment (Syllabus Quiz and IceBreaker Discussion Board) before the Official Reporting Day (ORD) to be considered an active student or to be considered attending class.
Please consult the Paris Junior College Student Handbook to review all policies and procedures.

Instructor Response and Availability:
The Instructor's preferred method of contact is e-mail. The Instructor will answer e-mail as soon as possible. If an e-mail was sent Monday – Wednesday, expect a response within 24 hours except for holidays and closures. If you have not heard from the Instructor within a reasonable time frame, please send another e-mail.

If the e-mail was sent Thursday – Sunday, expect an answer on Monday or Tuesday except for holidays and closures.

If you have a question, please be sure to put "ITSC 1309 Question" or "ITSC 1309 Question About" as the subject line of the e-mail message. If you do, you are likely to get a faster response. Please include your name on all correspondence.

Dragonmail is the primary contact e-mail for students. Please check your e-mail daily. In addition, please check "Announcements" in BlackBoard daily.

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

Netiquette:
Netiquette is another word for online communication guidelines. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Due to the nature of the online environment, here are some things to remember:

1. Be careful what you write about others.
2. Avoid offensive language, especially comments that might be construed as discriminatory.
3. Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
4. Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
5. Write descriptive subject lines. Some people receive so much email that they begin to delete some messages without viewing them. To avoid this fate, make sure your subject lines are descriptive.
6. Use writing tricks like "emoticons," acronyms, and extra punctuation, but use them judiciously.

7. Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
8. Always think before you write. In other words without the use of non-verbal's with your message, your message can be misinterpreted. So please think twice before you hit submit.
9. Keep it relevant. Do not stray from the discussion in the assigned questions.
10. Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. **Two (2) Points will be deducted for grammatical errors, punctuation errors, spelling errors, or any other errors found in an assessment**.
11. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Syllabus Subject to Change
This syllabus is subject to change at any time. When changes are made students will be informed of the change by the methods listed below.

a) Student email
b) BlackBoard announcement
c) In class announcement

Tech Support:
For computer or log in issues please contact Tech Support at techsupport@parisjc.edu

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Important Dates:
Official Report Date is **June 19**.
Last Day to Drop Classes with a "W" is **July 30**.
Independence Day Holiday is **July 4**.
Final Exams is **August 13 - 14**.

All assignments must be completed by **11:59 p.m., Wednesday, August 13**.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer II
Section	265

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

Course	ITSC 1321
Title	Intermediate PC Operating Systems

Description

Custom operating system installation, configuration and troubleshooting. Management of file systems, memory, storage, and peripheral devices. 3 Credit Hours 2 Lecture Hours and 4 Lab Hours

Textbooks

Cengage Unlimited
Guide to Operating Systems
Greg Tomsho

Student Learning Outcomes (SLO)

1. Install, configure, and maintain a customized operating system.
2. Manage file operations.
3. Use system utilities to allocate and organize primary and secondary storage.
4. Manage peripheral devices.

Schedule

Week 1- Module 1: Operating Systems Fundamentals & Module 2: Modern Client and Server Operating System & Module 3: The Central Processing Unit (CPU)
Week 2 - Module 4: File Systems & Module 5: Installing Operating Systems & Module 6: Devices and Device Drivers
Week 3 -Module 7: Using and Configuring Storage Devices & Module 8: Virtualization and Cloud Computing Fundamentals Module 9: Networking Fundamentals and Configuration
Week 4 - Module 10: Account and Resource Management, Module 11: Securing and Maintaining an Operating System
Week 5 - Final Exam Review & Final Exam

Evaluation methods	All quizzes, exams, and projects will close at midnight on the due date listed. If you miss the due date, a zero will be entered as the grade for said assignment. Once closed, quizzes, exams, and projects will not be re-opened for any reason. Make sure that you keep up! Failure to do so usually results in a failing grade. We will be submitting midterm grades this semester. This means that everything that is due by midterm must be submitted by the due date. The following formula/criteria will be used to determine your Final Course Grade: 25% EXAMS 50%Labs and Assignments 25% Quizzes

ITSW 1304.290
Introduction to Spreadsheets
Summer 2025 – Extended Term

Instructor: Wanda Duncan
Office: AS 155
Phone: 903.782.0378
Email: wduncan@parisjc.edu
Office Hours: TBD (Posted within BlackBoard)

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course 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.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Prerequisite(s): It is highly recommended that the student has computer and/or keyboarding skills or be concurrently enrolled in a computer and/or keyboarding class to successfully complete this course. This course does not attempt to teach basic computer skills.

Associate degree seeking students and Level 2 certificate students **must be** TSI compliant before degree conferral. If applicable, see your counselor / advisor for more information and to schedule the TSI testing.

If Applicable: TSI Requirement
NOTE: ACGM courses typically require TSI compliance or waiver. Associate's degree and Level 2 certificates require TSI to be fulfilled before degree conferral.

Required Textbook(s) and Materials:
Shelly Cashman Series: Microsoft Office 365 & Excel 2021: Comprehensive.
Freund/Starks/Schemieder
Bundled with a Loose-leaf Version + MindTap, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-94991-7
Inclusive Access: 9780357676660

Inclusive Access is being used for this course which means the cost of course materials are included in the tuition (includes ebook and access to homework assignments).

You do **not** have to purchase anything from the PJC Bookstore.

Other Course Materials:
None.

Access to the Internet, e-mail, and 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.

Please see BlackBoard “Announcements” for a downloadable link for Microsoft Office 365. If you have trouble downloading the software, please reach out to the IT Help Desk at helpdesk@parisjc.edu.

If you are the only user of your computer, you may store your documents on your hard drive. If you cannot, it is recommended that you buy a USB Flash Memory Drive (jump drive). Try to buy one with at least 1TB of memory which will store all of your documents which can be used for other courses too. You can get the flash drives at WalMart or any other store that sells flash drives. The PJC Bookstore also has them for sale. You can use grant money to buy one at the bookstore.

Basic computer Requirements: Generally, a computer manufactured within the last five years is adequate.

Course Goals and Objectives:
Upon successful completion of this course, the student will have:
1. Defined spreadsheet terminology and concepts
2. Created formulas and functions
3. Used formatting features
4. Generated charts, graphs, and reports

Student Learning Outcomes:
1. Utilized industry standard application software to produce personal, business, and academic reports, and presentations.
2. Demonstrated knowledge of computer industry terminology and jargon.

Course Schedule:

June 2 - 8	IceBreaker Discussion Board, Syllabus Quiz, Register for MindTap
June 9 - 22	Module 1: Creating a Worksheet and a Chart
June 23 - 29	Module 2: Formulas, Functions, and Formatting
June 30 – July 6	Module 3: Working with Large Worksheets, Charting, and What-If Analysis
July 7 - 13	Capstone: Modules 1 – 3
July 14 - 20	Module 4: Financial Functions, Data Tables, and Amortization Schedules
July 21 – August 3	Module 5: Working with Multiple Worksheets and Workbooks
August 4 - 13	Module 6: Creating, Sorting, and Querying a Table

Course Requirements and Evaluation:
The first assignment is a Syllabus Quiz and an IceBreaker Discussion Board Forum which the student must complete before the Official Reporting Date (**June 19**) to avoid being dropped.

This is an **11-week** course that runs from **June 1** to **August 14**.

This course does not attempt to teach basic use of a computer. All students must be able to search the Internet, send e-mail, and perform other basic computer tasks. Students without these computer skills should not enroll in the course.

Course will be presented via **BlackBoard** and **MindTap**. The student will use the access code (purchased with the textbook) to access course documents, assessments, and exams. Students are expected to access this course a minimum of three times a week to keep current with course activities.

Student is responsible for the following:

- Access to necessary computer resources
- Read assigned material as on schedule
- Complete all homework assignments on time
- Prepare diligently for homework assignments
- Take examinations as scheduled
- **Inquire** if you do not comprehend the material
- Follow the policies set forth in this syllabus and as specified by the college

Due to the type of material that must be covered within this course, students will be required to accomplish an extensive amount of reading, studying and solving homework problems. It is vital for students not to fall behind as it will be quite challenging to catch up. Students are to be held responsible for learning all the material in the textbook, the information provided in each chapters PowerPoint, and homework problems. Students are encouraged to study with classmates to assist in mastery of the course content.

There will be a Capstone Project:

- The Capstone will be available to you to take on your home computer using the honor system.
- You need to complete your work early so that if you encounter a problem you can contact me in time to get a response and resolve the problem.

Students should read all modules and review assessments to prepare for the exams. If you fail to complete module assessments during its availability period, then the assessment may not be available for review.

Chapter Assessments: All chapter assessments will be completed within **MindTap**. There is no time limit. NO makeup or extra credit will be given. Students should be familiar with the subject matter before attempting the exams. The due date of each chapter and exams are listed in the schedule which can be accessed from the Homepage of your BlackBoard course.

Orientation: Students are expected to read and become familiar with the Syllabus and the course calendar. Students should also become familiar with the content and location of all items in the course.

If a student needs to discuss an assessment or needs help completing assessments, the student should e-mail the Instructor, call the Instructor, and/or come to the PJC Paris campus for individual instruction with the Instructor. The Instructor is always willing to tutor and/or help in successfully completing the course.

Grades:

Grades are based on a point system for completion of assessments which include training, projects, exams, capstone, 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:

1710	-	1900	=	A	90	-	100	=	A
1520	-	1709	=	B	80	-	89	=	B
1330	-	1519	=	C	70	-	79	=	C
1140	-	1329	=	D	60	-	69	=	D
0	-	1139	=	F	0	-	59	=	F

The assessments are broken-down as follows:
Syllabus Quiz = 1 assessment
BlackBoard Discussion Board Forum = 1 assessment
Training (PRACTICE) Projects = 6 assessments
Textbook Projects = 6 assessments
Project 1 = 5 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 are normally posted in BlackBoard as soon as the assignment is completed or a couple hours thereafter.

All module assessments will be completed by logging into **BlackBoard**, select a “module,” and then select the “assessment” you are wanting to complete. Once you have selected the assessment, the “**MindTap**” window will appear and you can then begin working on the assessment.

MindTap assessments can be taken **three (3) *times*** to improve grade.

Course Procedures:

- **Microsoft Office 365** and **MindTap** are required for this course.
- A student is expected to be regular and punctual in submitting assignments. Failure to complete required assignments will negatively affect the student’s final grade. Deadlines are established at the beginning of the semester.

- Contact your Instructor immediately if an emergency arises and you are unable to submit your work or attend class as required.
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One-on-one tutoring available (e-mail for an appointment)

Course Policies
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All assignments must be completed by **11:59 p.m., Wednesday, August 13**.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer II
Section	265

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

Course	ITSY 2330
Title	Intrusion Detection

Description

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team. 3 Credit Hours 2 Lecture Hours and 4 Lab Hours

Textbooks

Cengage Unlimited
Principles of Incident Response and Disaster Recovery
ISBN: 9780357508442
By: Michael E. Whitman; Herbert J. Mattord

Student Learning Outcomes (SLO)

1. Build IDS sensors and attach them to the network (hardware and software).
2. Install and manage a secure communication link between all sensors and the monitor.
3. Install and manage event database(s).
4. Analyze an event and trends.

Schedule

Week 1- Introduction to the Course Module 1: An Overview of Information Security and Risk Management & Module 2: Planning for Organizational Readiness & Module 3: Contingency Strategies for Incident Response, Disaster Recovery, Business Continuity
Week 2 – Module 4: Incident Response Planning & Module 5: Organizing and Preparing the CSIRT & Module 6: Incident Detection Strategies
Week 3 – Module 7: Detection Systems & Module 8: Response Strategies & Module 9: Recovery, Maintenance, and Investigations
Week 4 - Module 10: Disaster Recovery & Module 11: Business Continuity & Module 12: Crisis Management in IR, DR
Week 5 – Final Exam Review & Final Exam

Evaluation methods	To ensure academic integrity, this course requires students to take a proctored Midterm or Final Exam at a Paris Junior College testing facility. 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

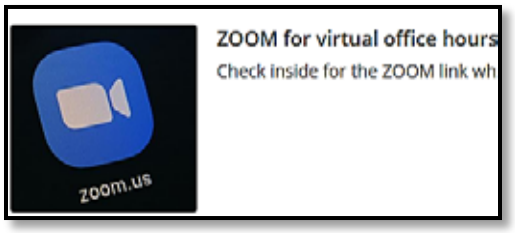
Math 1350.200
FUNDAMENTALS OF MATHEMATICS I
Summer 1 2025

Instructor: Sarah Morrison
Office: 210 Greenville Campus
Phone: 903-782-0335/903-784-6464
Email: smorrison@parisjc.edu

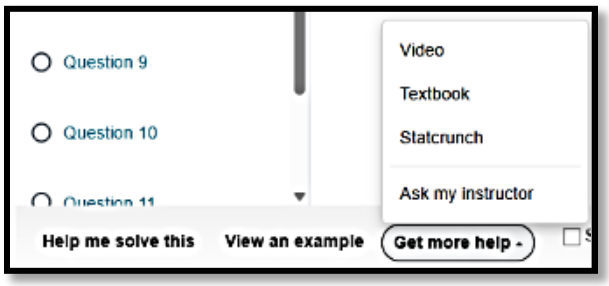
Meeting Location: Online Course
Meeting Days: 6/2/2025-7/8/2025
Meeting Times: 30 min- 1 hr each

Office Hours:

One-on-One Help: If you need individual assistance, email Mrs. Morrison as soon as possible with a few available dates and times over the next week. Be sure to mention whether you prefer Zoom or face-to-face for the meeting. Together, we'll find a time that works. To prepare, write down the specific homework assignments and problem numbers you need help with.



Homework Question Assistance: If you're struggling with a homework question or want to know why your answer is incorrect, click "ASK MY INSTRUCTOR" in the homework program. This sends Mrs. Morrison an email with the exact problem and anything you choose to type to her. She can then create a short video explanation and email it back to you.



Monday	Tuesday	Wednesday	Thursday	Friday
12:45pm-3:00pm And by appointment	12:45pm-3:00pm And by appointment	12:45pm-3:00pm And by appointment	12:45pm-3:00pm And by appointment	By appointment

COVID-19

Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. Per CDC guidelines:

· All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19. Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.

· Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette.

Masks are no longer required on a PJC campus. However, if you have not been vaccinated, you should consider wearing a mask to protect your own health.

If you need an extension on tests, quizzes, or homework, please provide evidence such as doctor's notes, ER receipts, or Teledoc invoice emails to Mrs. Morrison. If a dependent in your household—such as a child or family member—falls ill, keep relevant documentation as well. Even if you are not personally sick but spend the entire week caring for them, you still qualify for an extension. However, be sure to exclude any identifying information like social security numbers or addresses.

Course Description:

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems,

number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Credits: SCH = 3 lecture hours per week in the form of YouTube videos TSI Requirement: Math 950+. Prerequisite(s): MATH 1314 College Algebra

Required Textbook(s) and Materials:

The following textbook is available online in your hmwks. There is no need to purchase a physical copy of the book. A Problem Solving Approach to Mathematics, Billstein, Boschmans, Libeskind, Lott, 13th Edition. ISBN: 978-0-13-518388-5

Calculator Use:

You can use any type of calculator at home. These include purchased handheld calculators, those on phones, and those on computers. While in the Testing Centers, the rules are as follows:

Calculators that you can use while testing in Testing Centers	**Calculators that you can NOT use in the testing Centers.**
 Texas Instruments TI-84 PLUS CE... **$113.99** Amazon.com Free shipping Texas Instruments Ti-84 Plus Graphin... **$139.00** Walmart ★★★★½ (3k+) Texas Instruments TI-84 Plus C Silver... **$114.88** Amazon.com Refurbished Texas Instruments TI-30XS MultiView Scientific Calculator **$19.99** Amazon.com **These do not reflect 2025 prices.**	 Texas Instruments TI-Nspire CX II CA... **$148.45** Amazon.com Free shipping **Any cell phone or computer calculator is not acceptable.**

The Computer & Accessories: Students must have access to Wi-Fi and a computer. Zooms work well if you have a Webcam, but is not necessary. Check with your Academic Advisor for financial aid to purchase a computer or possibly a loaner laptop.

The Internet: Students must have access to their PJC DragonMail and PJC Blackboard. Students will use MathXL for hmwks, quizzes, gradebook, etc. The price of MathXL is included in your tuition and there is no additional money you pay. MathXL is inside your Blackboard and is a click away.

Transportation, Childcare, and location of available Testing Centers: All Tests will be taken at the PJC Gville/Pairs/Sulphur Springs campuses (This is the rule for Mrs. Mo's class). You can schedule tests for any location.

All students must have access to reliable transportation to and from testing centers or plan on using Uber, a friend, family, etc. All students must arrange for childcare on the date of their tests. Students will be reminded to arrange for transportation, childcare, and make appointments in the testing centers through Announcements, emails, and the calendar on the back of the syllabus.

Course Goals and Objectives:

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 Empirical and Quantitative Skills-to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes (Mathematics Program-Level):

1.Apply algebraic, analytic, geometric, or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2.Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3.Construct and interpret mathematical models using numerical, graphical, symbolic, and verbal representations with the help of technology in order to draw conclusions or make predictions.

Student Learning Outcomes (Math 1350 course level):

1.Explain and model the arithmetic operations for whole numbers and integers.
2.Explain and model computations with fractions, decimals, ratios, and percentages.
3.Describe and demonstrate how factors, multiples, and prime numbers are used to solve problems.
4.Apply problem solving skills to numerical applications.
5.Represent and describe relationships among sets using the appropriate mathematical terminology and notation.
6.Compare and contrast structures of numeration systems

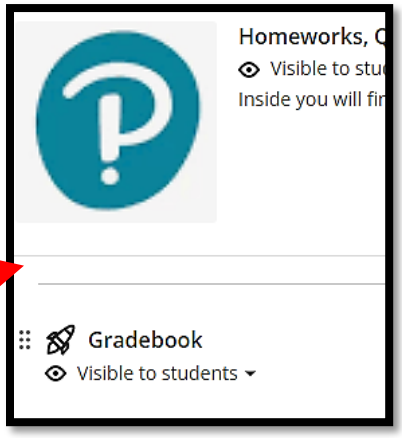
Course Requirements and Evaluation:

Students are expected to "attend class regularly" by completing the required minutes within the hmwk program. Students should to be prepared each time the "class meets" by completing all previous assignments on time. Grades for the semester are calculated based on the student's performance on homework, test reviews, three major tests, quizzes, attendance time requirements, and the comprehensive final examination. Course grades are calculated as follows:

Attendance	10%
Quizzes	10%
Homework (&Reviews) Average	30%
Test Average (3 Major Tests)	30%
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

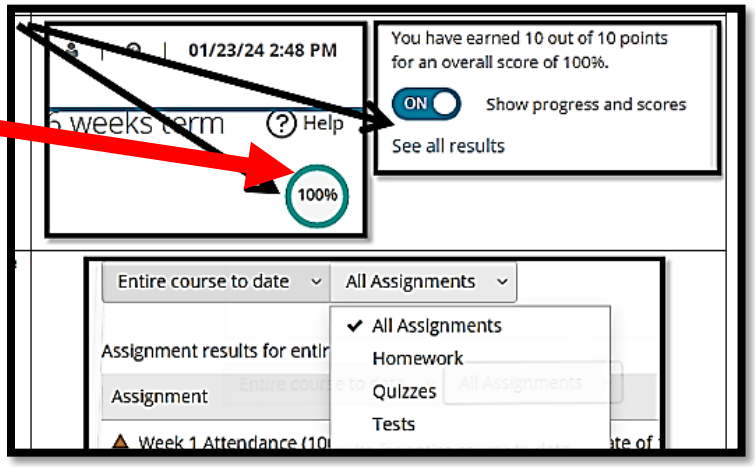


Your gradebook can be found on Blackboard.

Online Attendance (worth 10%):

· Attendance will be graded weekly based on the amount of time spent on homework and quizzes.
· Students who use PhotoMath to quickly complete homework may earn a **100** on their homework grade. However, they will receive a 0 for their attendance grade if they do not meet the suggested time requirement.
· To find the times needed for each hmwk, check the calendar on the back of the syllabus.

· The hwmk program records the times you spent inside. Click on the Gradebook described above, and then click on the grade here.



Change the drop-down menus to show all homework. Times are displayed next to every homework.

Example: Blackboard Announcement said to spend a total of 2 hours on 2 hmwk assignments for the upcoming week.

Johnny only spent 7 minutes total on his 2 hmwk assignments. Johnny gets a 0 for that week's attendance.

Sammy spent 2.5 hours on the 2 hmwk assignments for that week. Sammy gets a 100 for that week's attendance grade.

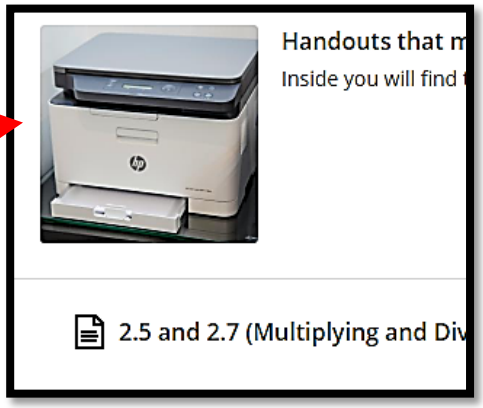
Manny forgot to log in that week. Manny gets a 0 for his attendance that week and 0's for his hmwk. He can improve his hmwk grade with a penalty applied, but his attendance grade for that week will forever be a 0.

Sarah did these hmwk assignments early and only spent a total of 63 minutes. Sarah gets a 0.

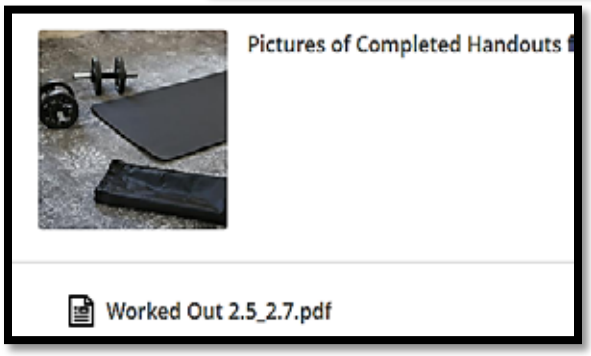
Tanya did these hmwk assignments early, but purposely spent over four hours online just so her attendance would be a 100. It is a 100.

Online Notes (not graded):
The homework platform provides notes, videos, powerpoints, and the textbook for you. If these are not enough:

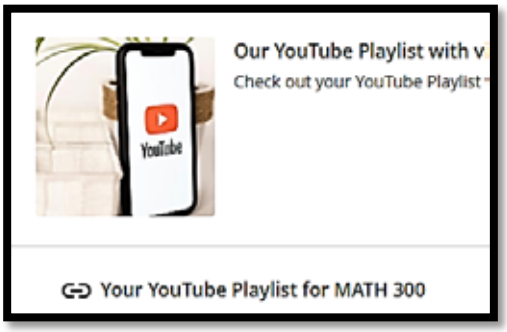
Check Out Mrs. Mo's Blank Handouts:
These are used in her YouTube Videos to explain topics. Check the title for the hmwk problems covered ☺



Worked Out Handouts (not graded):
These are the aftermath of the YouTube teaching videos ☺



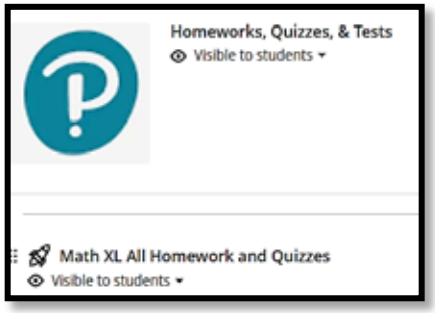
YouTube Playlist with Mrs, Mo's Teaching videos(not graded):
@Mrs.MoGville on YouTube.
These are the "lessons" you would learn in class. Mrs. Mo uses the blank online notes to work out examples from the homework. If you need a face-to-face teacher, first watch Mrs. Mo's YouTube video for that hmwk.



Online Homework (worth 30% of your grade):

All homework is now available, and students are allowed to work ahead. However, once a homework assignment is started, its grade becomes part of the overall course grade. The homeworks, quizzes, and tests are found under this icon on Blackboard.

Due dates are listed next to each assignment in the homework program and can also be found under Blackboard → Materials in the "Calendar of Dates, Lessons, Homework, Quizzes, Tests, and Appointments." The calendar is also on the back of the syllabus.



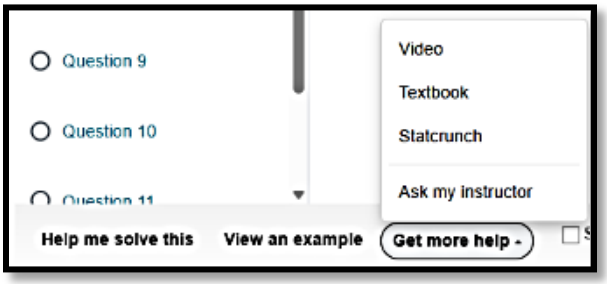
Late Homework Policy: Late homework will be accepted with a 30% penalty. The final deadline to submit late assignments is July 7th at midnight.

Homework Goal: All students should aim for a 90 or higher on their homework because:

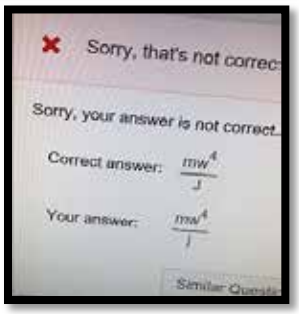
1. **Multiple Attempts:** You get three chances to answer each question correctly.

2. **Retry with Similar Exercises:** If you get a question wrong after three attempts, press "Similar Question" to try again with a new version of the problem. Once completed correctly, your previous incorrect attempts are erased and won't affect your grade. You can also use this feature to review similar problems before a test.

3. **Step-by-Step Examples:** Click "View an Example" to see a detailed step-by-step explanation with different numbers. The process shown in this feature matches the explanations in Mrs. Morrison's YouTube videos. Watch Mrs. Mo's videos if you get confused with the View An Example.



4. Use **"Show Me How to Solve"** Carefully: While this option provides a guided walkthrough of the problem, you will not receive full credit for using it.

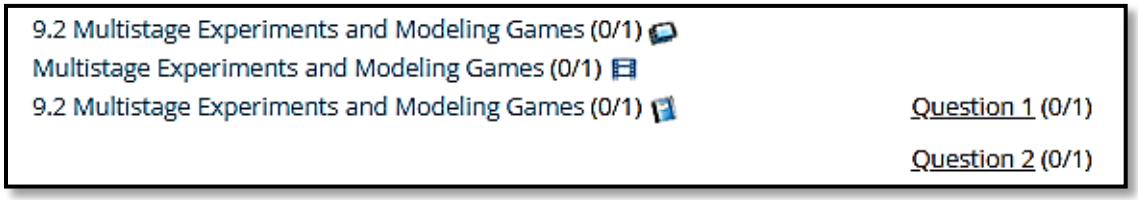


5. **View the Textbook:** Under Get more Help

6. **Score Adjustments**: If your answer matches the correct answer exactly but is marked wrong, take a picture and email it to Mrs. Mo. She will adjust your score accordingly.

7. **Late Submission Details:** The 30% penalty only applies to problems completed after the due date. You only need to redo incorrect or incomplete problems to improve your grade.
   - Example: John correctly completes half of his homework before the due date, earning a 50. After the deadline, he finishes the remaining problems correctly, and his score jumps from 50 → 85!

8. **Publisher Media:** Every homework assignment includes videos, PowerPoints, and PDFs from the book publisher to learn from. Viewing these resources counts as a homework check mark, earning you points. You can watch them fully, partially, or simply open and close them for credit.



   - For additional explanations using simpler terms, check out Mrs. Morrison's YouTube channel.

Quizzes (worth 10% of your grade):

Quiz Policies & Deadlines: If your quiz average is 0, the highest possible final grade you can earn in the course is 90.

1.**Quiz Availability & Due Date**: All quizzes are open and must be completed by July 7th at midnight. You can take them weekly or all at once, but procrastinating is risky!

2.**Multiple Attempts Allowed:** You can retake quizzes as many times as needed before the deadline. For example, John attempts Quiz 1 in January (43%), March (76%), and April until he finally scores 100%.

3.**MathXL Score Tracking:** MathXL displays all your scores, but only the highest attempt is recorded in black. Lower attempts will still be visible but grayed out. For example, you may see 43, 76, and 100, but only the 100% counts toward your final grade.

4.**Quizzes vs. Homework:** Quizzes do not include extra tools like SIMILAR EXERCISE, VIEW AN EXAMPLE, or HELP ME SOLVE THIS.

5.**Full Quiz Retake Required:** If you want to improve your score, you must retake the entire quiz.

6.Grade Expectations: Mrs. Mo expects students to maintain a 90 or higher quiz average. 😐

Final Quiz Deadline: All quizzes must be completed by Wednesday, May 7th at midnight.

Online Exam Reviews & Final Exam Review (included in the 30% hmwk):

· All online exam reviews are open and can be accessed at any time.
· All exam reviews are required and count towards 30% of your overall grade.
· Reviews can be found in the same place as hmwks and will have VIEW AN EXAMPLE and SIMILAR EXERCISE so you can attempt confusing problems multiple times.
· If time permits, Mrs. Mo will copy/paste/create an additional paper exam review (that includes formulas, calculator buttons, hints) that will be done in YouTube videos that you can watch all or skip through.
· The exams will always have the same-ish problems as the reviews. Same-ish means different numbers or small changes to words, but the math processes needed are the same.

These reviews are the most important grade. From previous semesters, trends have shown those who do not complete their reviews have a greater chance of failing the class. They are the key to unlocking your test in the testing centers. **You can NOT access the exams unless you have attempted the matching review for at least a 70 by the due date given. If you do not do this, you will get a:**

0 on your review,
0 on your attendance,
0 on your EXAM.

For example: Sammy forgets to login this week, but he knows he has an upcoming test. Sammy missed the review and got a 0 on his review on the due date à which blocks access to Test à earns 0 on Test à earns 0 on attendance à no makeup exam allowed.

Manny logged in at the last minute and barely got a 68 on his review on the due date. Manny missed the grade of 70 with his review à which blocks access to Test à earns 0 on Test à earns 0 on attendance à no makeup exam allowed.

Johnny got a 94 on his review in only 17 minutes! Johnny did not meet his time requirements and earned a 0 attendance grade à 94 on Online Review à gained access to take his test à Took his test successfully😊

Exams (worth 30% of your grade):

"Tests" and "Exams" mean the same thing in this class😊

Exam Guidelines:

· There will be three proctored, multiple-choice, online exams in the testing center, plus an additional 4th test of the Final Exam.
· No formula sheet will be provided.
· Cheat Sheet: You may use one full sheet of paper for notes, including vocabulary, pictures, review problems, calculator buttons, and other helpful information. You must write in your handwriting, no photocopies, or computer-printed cheat sheets.
· Only approved handheld calculators are allowed—no other devices.
· You will turn in any scratch work for shredding. You will keep your cheat sheet.

Exam Access Requirement:

You will not be allowed to take the exam unless you complete the matching online review with at least a 70 by its due date.

Exam Availability & Makeups:

1.Exams are open for one week and cannot be made up unless you have an approved, documented excuse.
2.Acceptable reasons for makeup exams require documentation and include:
o**Illness:** Must include your name (or a dependent's name), the doctor's name, and their workplace (ER, doctor's office, Teladoc, etc.).
o**Unexpected Transportation Issues:** Provide proof such as a selfie of a flat tire or crashed car, a tow truck invoice, rental car receipt, or dealership documentation.
o**Legal Requirements:** Includes court dates for child custody hearings, speeding tickets, jury duty, or divorce proceedings.
o**Natural Disasters:** Must show evidence of a housefire, flooding, or icy roads (such as a selfie of road conditions), high winds, etc.

Final Exam (worth 20% of grade):

Formatted the same as the above tests.
Your final exam score will replace your lowest test score (if you have one) AND will count as a separate grade worth 20% of your overall grade. Same rules apply as above for tests in online testing centers.

Testing Centers & Conduct Inside:

1. All tests for this course must be taken in the testing centers on the Paris, Sulphur Springs, or Greenville campuses. If you do not have reliable transportation to take the tests in the centers, consider dropping the course. All testing dates are included in the calendar on the back of the syllabus. Reminders to make appointments, find childcare, and secure transportation are included.
2. All students must call on the phone and make a verbal appointment with the testing center. If no appointment is logged, there is no proof that you wanted to take the tests.

What to say: " Hi, I would like to schedule a test."
"I am in MRS. MORRISON'S ONLINE 1350 class."
"My name is _____ and I am open on these days and times; _____."

" I have (or do not have) a legal calculator, do you have one I can borrow?"

3. Students must treat Testing Center employees with the same respect as their teachers. Rude body language, inappropriate comments, and arguing will not be tolerated. Any student who disrupts the testing environment will be asked to leave and will receive a zero on their test.

Additionally, students are responsible for knowing their class, the test they are taking, and their teacher's name. It is not the Testing Center's responsibility to know each student's schedule of classes.

4) While cell phone calculators are allowed at home, they are not allowed inside the testing center. When you make your appointment, ask the employees if there is one you can borrow.

Example Situations:

oRhoda forgets to call and schedule her exam and tries to walk in on the test day. The testing center is full, and she must return next week. Since she did not follow directions, she received a 0 and could not make up the test.

o

oManny took his first test on a Friday at the Paris campus. He assumed he could take his second test on a Friday while he was in Greenville. The Greenville Testing Center is closed on Fridays, unless you have an appointment. Manny did not have an appointment. He scored a 0 on his exam and cannot make it up.

oTyesha lives in Commerce. She forgot her picture ID on the last day to test. She did not make an appointment. She is not allowed to test and receives a 0 for the test with no make up.

oCole made an appointment but was in a car accident. Because he had scheduled an appointment by phone and provided medical proof, he can make up his test for a 100 .

oSammy scheduled an appointment in the Greenville Testing Center on a Friday. He was able to take his exam and get a 96!

oA PJC campus is closed on a Friday due to seavere weather. A test was due that same Friday. All students will be given a 1 week extension. For those who need to schedule childcare, transportation, time off work, longer extensions can be given.

Academic Honesty:

In the pursuit of learning, it is expected that students will engage in 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.*

Artificial Intelligence:

Artificial intelligence (AI) tools like Photomath, can be useful when used to help understand the solutions in the homework; but since AI tools are not allowed on tests, students should rework any

homework problem where AI was used without the help of AI. Cell phones are not permitted during any test, therefore cell phone calculators and AI tools are not allowed for any test.

AI tools won't be very useful for solving problems in this course. The word problems have lots of details, and AI doesn't always catch everything. The math comes from grades 1-8 and includes new ways to solve problems that Photomath may not recognize. Some problems also have weird-looking pictures that AI might not understand.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook. Mrs. Morrison will not provide any accommodations or modifications to a student unless she has evidence from the student's advisor to do so. Please have the advisor email a copy of guidelines to Mrs. Morrison so she can have it on file.

If you have received accommodations in previous semesters, back in high school, or at your current job

1) Visit https://www.parisjc.edu/main/disabilities/
2) View Request for Accommodations Form. This is what you need to fill out and turn in.
3) Call 903-454-9333 for an appointment with an advisor from the Counseling Center or stop by if you have more questions.
4) Fax 903-782-0796 the form with a cover letter including your name, ID number and advisor.
5) Email results to Mrs. Mo so she can provide accommodations in class.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:	***Mental health conditions are common and treatable. Suicide is preventable.*** This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023. If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Course Schedule:

The following calendar is located in Blackboard-> Materials if you wish to print it off. Please pay attention to the hmwk due dates,, reminders to make appointments with testing centers/ arrange transportation/ childcare, reminders for cheat sheets, quizzes, testing reviews, tests, and attendance minutes requirements.

Wk	Dates	Topics Covered	Reminders	Due Dates	Grades
1	6/2-6/8	¨ 1.1 Mathematics and Problem Solving ¨ 1.2 Explorations with Patterns ¨ 2.2 Describing Sets ¨ 2.3 Other Sets of Operations ¨ 3.1 Numeration Systems	1)PHONE CALL to make an appointment for Test 1 open 6/9-6/15. 2)Create 1 page front/back of cheats for Test 1. 3)Spend 150 minutes total in the hmwk program.	**Due Sunday 6/8 @ midnight** 1.1, 1.2 2.2, 2.3 3.1 Test 1 Review (this must be completed to gain access to the Test 1. If you do not complete with at least a 70 by midnight, you forever have a 0 for your Test 1) **Due 7/7 @ midnight:** 10 Quizzes	5 hmwk 1 Test Review 1 Attend.
2	6/9-6/15	¨ 3.2 Addition of Whole Numbers ¨ 3.3 Subtraction of Whole Numbers ¨ 3.4 Multiplication of Whole Numbers ¨ 3.5 Divisibility of Whole Numbers ¨ 4.1 Divisibility	1)Travel to Testing Center for Test 1 (bring ID, calc, & cheat sheet) 2)PHONE CALL to make an appointment for Test 2 open 6/16-6/20. 3)Create 1 page front/back of cheats for Test 2. 4)Spend 150 minutes total in the hmwk program.	**Due Friday 6/13 @ noon** Test 1 is open in Testing Centers Monday 6/9-Friday 6/13 **Due Sunday 6/15 @ midnight** 3.2, 3.3, 3.4, 3.5 4.1 Test 2 Review(this must be completed to gain access to Test 2. If you do not complete with at least a 70 by midnight, you will forever have a 0 for your Test 2). **Due 7/7 @ midnight:** 10 Quizzes	1 Test 5 hmwk 1 Test Review 1 Attend.
3	6/16-6/22	¨ 4.2 Prime and Composite Numbers ¨ 4.3 GCD & LCM ¨ 5.1 Addition & Subtraction of Integers ¨ 5.2 Multiplication & Division of Integers ¨ 6.1 The Set of Rational Numbers	1)Travel to Testing Center for Test 2 (bring ID, calc, & cheat sheet) 2)PHONE CALL to make an appointment for Test 3. 3)Create 1 page front/back of cheats for Test 3. 4)Spend 150 minutes total in the hmwk program.	**Due Friday 6/20 @ noon** Test 2 is open in Testing Centers Monday 6/16-Friday 6/20 **Due Sunday 6/22 @ midnight** 4.2,4.3 5.1, 5.2, 6.1 Test 3 Review(this must be completed to gain access to the Test 3. If you do not complete with at least a 70 by midnight, you forever have a 0 for your Test 3. **Due 7/7 @ midnight:** 10 Quizzes	1 Test 5 hmwk 1 Test Review 1 Attend.

4	6/23-6/29	¨ 6.2 Add, Subtract, & Estimation of Rational #'s ¨ 6.3 Multiplication of Rational Numbers ¨ 6.4 Ratios, Proportions, & Proportional Reasoning ¨ 7.1 Terminating Decimals ¨ 7.2 Operations on Decimals	1)Travel to Testing Center for Test 3 (bring ID, calc, & cheat sheet) 2)PHONE CALL to make an appointment for Final Exam open 6/30-7/8. 3)Create 3 page front/back of cheats for Final Exam. 4)Spend 150 minutes total in the hmwk program.	**Due Friday 6/27 @ noon** Test 3 is open in Testing Centers Monday 6/23-6/27 **Due Sunday 6/29 @ midnight** 6.2, 6.3, 6.4 7.1, 7.2 **Due 7/7 @ midnight:** 10 Quizzes	1 Test 5 hmwk 1 Attend.
5 & 6	6/30-7/8	¨ 7.3 Repeating Decimals ¨ 7.4 Percents	1)PHONE CALL to make an appointment for Final Exam if you have not already. 2)Create 3 page front/back of cheats for Final Exam if you have not already. 4)Spend 60 minutes total in the hmwk program. 4)Travel to Testing Center for Final Exam this week or next week (bring ID, calc, & cheat sheet)	**Last day to Withdraw** Wednesday, 7/2. **National Holiday** Friday, July 4. Testing Centers closed July 4. **Due Sunday 7/6 @ midnight** 7.3, 7.4 **Due 7/7 @ midnight:** All late hmwks, and 10 quizzes. **Due BEFORE you walk in the Testing Center for your Final Exam** Final Exam Review (this must be completed to gain access to the Final. If you do not complete with at least a 70 before you take your Final, you will forever have a 0 for the Final). **Due Tuesday 7/8 by end of business** Final Exam is open in Testing centers 6/30-7/8	1 Attend. 2 hmwk 10 Quiz 1 Final Review 1 Final Exam

On Tuesday, July 8, you will be rewarded with one dropped homework, quiz, and attendance grade, and your lowest test grade will be replaced with your final exam score if it's higher.

MATH 2312.731
Precalculus
Summer I 2025

Instructor: Taylor Lulashnyk
Office: GHS 1606
Phone: (903) 453 - 3733
Email: lulashnykt@greenvilleisd.com

Meeting Location: GHS 1606
Meeting Days: MTWR
Meeting Times: 9:00 AM – 11:00 AM
Office Hours: 11:05 AM – 11:35 AM

Course Description:

This is a lecture-style course. Topics covered in this course include algebraic, exponential, logarithmic, and trigonometric functions, identities, formulas, and equations; inverse trigonometric functions; graphs of trigonometric and polar equations with applications.

Credit: 4 SCH

Required Textbook(s) and Materials:

Text: Algebra and Trigonometry 6th ed. Blitzer; ISBN: 987-0-13-446321-6. This textbook will be provided via e-text.

- You will also need a graphing calculator for this course. One will be provided during class, but you are expected to have access to a calculator outside of the classroom. Online, *Desmos* is a free calculator that works well. Available for free phone download is *Calculat84*.
- You will need a notebook for class notes. I require a 1-subject college-ruled notebook to keep Precalculus notes in one location for quick reference.
- This course may integrate MyLab in Blackboard, as well as Delta Math for extra practice.

Course Goals and Objectives:

- Interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them
- To analyze and solve triangles through various methods, including the Laws of Sines and Cosines
- To prove and utilize trigonometric identities
- To construct and analyze graphs of the various trigonometric, exponential, and logarithmic functions.

Course Schedule

Review of Inverse, Exponential, and Logarithmic Functions

5.1 Angles and Radian Measure

5.2 Right Triangle Trigonometry

5.3 Trigonometric Functions of Any Angle

5.4 Trig Functions of Real Numbers

5.5 Graphs of Sine and Cosine Functions

5.6 Graphs of Other Trig Functions

5.7 Inverse Trig Functions

5.8 Applications of Trig Functions

6.1 Verifying Trig Identities

6.3 Double-Angle and Half-Angle Formulas

6.5 Trig Equations

7.1 The Law of Sines

7.2 The Law of Cosines

Course Requirements and Evaluation:

There will be two tests. Each test will contribute 30% to the final grade, making a total of 60%. Homework will account for 40% of the final grade. Grades will be determined by the overall percentage at the end of the course.

<u>You will not pass this class if you do not complete the homework assignments on time!</u>

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

< 60 F

Midterm Exam: June 12th from 9:00 AM - 11:00 AM

Final Exam: June 26th from 9:00 AM - 11:00 AM

Class Attendance:

Class attendance is critical for the successful completion of this course. Class attendance is mandatory and will be incorporated into your final grade for this course. If something requires you to miss a class, you MUST contact the professor ahead of time. The student must initiate withdrawals. The last day to drop the course with a "W" is July 2nd, 2025.

Course Policies:

You will be required to turn in your phone during each class meeting. Headphones are not permitted during lecture. Please turn off or silence and put away all iPods, headphones, etc. before entering the classroom. No obscene/vulgar language will be permitted in the classroom. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Class participation is mandatory. You will be asked to show work, answer/solve questions in front of the class, work in groups, and contribute to the classroom discussions. Occasionally, grades will be taken for class participation. It is in your best interest to always be present and willing to participate in class events.

Late work will not be tolerated. No credit will be given for minor grade assignments that are submitted late. All homework assignments are due by midnight as labeled on the course calendar, unless otherwise specified by your instructor.

Retakes of tests will not be offered.

PJC AI Policy:

Artificial intelligence (AI) tools like Photomath can be useful when used to help understand the solutions in the homework, but since AI tools are not allowed on tests, students should rework any homework problem where AI was used without the help of AI. Cell phones are not permitted during any test; therefore, cell phone calculators and AI tools are not allowed for any test.

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.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

The items outlined in this syllabus are subject to change. If a change is made, the instructor will verbally announce the changes in class, and a new copy will be posted in Google Classroom.

Paris Junior College Syllabus

Year	2025	Faculty	JENNIFER WASHINGTON
Term	Summer	Office	AS 149
Section	285	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

Herlihy The Human Body In Health and Illness 7th Edition ISBNs: 9780323711265

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

DATE	TOPIC	READINGS ASSIGNMENTS
1. 05/21/25	Intro & Basic Chem	Ch 1-2 Reading and Choice board
2. 05/28/25	Cells & Microbiology	Ch 3/5 Reading and Choice board
3. 06/04/25	Integumentary & Tissues	Ch 6-7 Reading and Choice board
4. 06/11/25	Musculoskeletal System	Ch 8-9 Reading and Choice board
5. 06/18/25	Central/Peripheral Nervous System	Ch 10-12 Reading and Choice board
6. 06/25/25	Sensory & Endocrine System	Ch 13-14 Reading and Choice board
7. 07/02/25	Blood and Blood Vessels	Ch 15/18/19 Reading and Quiz
8. 07/09/25	Anatomy/Function of the Heart	Ch 16-17 Reading and Choice board
9. 07/16/25	Lymphatic & Immune System	Ch 20-21 Reading and Choice board
10. 07/23/25	Respiratory & Digestive	Ch 22-23 Reading and Choice board
11. 07/30/25	Urinary & Water/Electrolytes	Ch 24-25 Reading and Choice board
12. 08/06/25	Reproductive & Development	Ch 26-27 Reading and Choice board
Final Exam	Final Due WEDNESDAY by 8:30am	

Evaluation methods	Quizzes: 30% Final Exam: 20% ChoiceBoard Assignments: 50%

Paris Junior College Syllabus

Year	2025	Faculty	Carey Gable
Term	Summer I	Office	LRC 91 -MTWR 8-10, 3-5, F 8-11
Section	100,400,500	Phone	903-782-0215
		email	cgable@parisjc.edu

Course	NCBI 0116.100, 400, 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.
KEEP IN MIND THAT THIS ENTIRE COURSE SEQUENCE SHOULD BE COMPLETED DURING THE FIRST HALF OF THE SEMESTER.
PLEASE COMPLETE THIS COURSE BEFORE July 5th, 2025.

Evaluation methods	Course Requirements and Evaluation: 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. This course is a four (4) week course that should be completed BEFORE finals week. Quizzes – 70% Essay – 30% Total – 100% This course ENDS on the 5th of July, 2025.

PHED 1338.205
Concepts of Physical Fitness
Summer 2025 II

Instructor: Paul Burns
Office: AS 145
Phone: 903 785 1396
Email: pburns@parisjc.edu
Office Hours: N/A

Meeting Location: Online
Meeting Days: Online
Meeting Times: Online

Course Description:
This course is designed to familiarize students with knowledge, understanding and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.
Credits: 3 HRS

Required Textbook(s) and Materials:
Fit & Well: Core Concepts and Labs in Physical Fitness and Wellness (SmartBook)
Fahey, 16e

Course Goals and Objectives:

Upon successful completion of this course, students will:

- Describe the elements of health-related physical fitness, performance related physical fitness, inactivity, and hypokinetic diseases on health and wellness.
- Distinguish the influence of personal behavior and responsibility on the development, treatment, and prevention of infectious diseases, stress, and addictions.
- Compare and contrast the relationships among physical activity, nutrition, and body composition.
- Participate in physical fitness activities that will aid in assessing personal health related fitness.
- Design, implement, and evaluate fitness programs to promote societal lifetime physical fitness

Course Schedule:
Each student will be asked to complete the assignments in all five units of the course. Each unit will include three chapters. Reading each chapter, completing the chapter quiz, discussion board assignment and the unit exam for each lesson will be required. Each quiz and discussion board assignment will be opened for the entirety of the semester. Students will be required to post a thread with their answer to the discussion board question for each unit. Time parameters will be placed around each unit exam. Students are accountable for completing the assignments within the allowed time parameters.

Exam Schedule
Unit 1: July 19
Unit 2: July 24
Unit 3: July 29
Unit 4: August 5
Unit 5: August 13

ALL assignments will close on Thursday August 12th 11:59 PM.

Course Requirements and Evaluation:
15 Chapter Quizzes @ 20 pts. Each = 300 Points
5 Discussion Board Assignments (Class Participation) @ 60 pts. Each = 300 Points
5 Unit Exams @ 100 pts. Each = 500 Points
Total = 1100 Possible Points

Grading Scale:
990-1100 = A
880-989 = B
770-879 = C
660-769 = D
Below 660 = F

Course Policies
Students will be required to follow the course calendar while completing all assignments. There will be no make-ups for missed exams, unless arrangements are made prior to the day of the exam with the professor. Dragon Mail should be checked regularly for updates and announcements. **ALL communication for the class should be directed by email to pburns@parisjc.edu (not through Blackboard Messenger).**

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is *6th August*

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

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

SCAN ME

Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

PHYS 1304.200
Astronomy II: Solar System
Summer II 2025

Instructor: Dr. Lee H. LaRue

Office: MS 210G
Phone: 903-782-0334
Email: We are required to use Blackboard email; if you have an emergency, send an email through Blackboard email and also to LLARUE@parisjc.edu

Meeting Location: Online

Meeting Days: Online

Office Hours: By appointment. Please send an email to me through Blackboard email, giving your phone number and times to call, and I will return your call promptly.

Course Description: This course is the first half of a general survey of astronomy. (Note: **The two courses may be taken out of sequence**.) Topics will include: scale of the universe and celestial sphere, history of astronomy, the science of gravity and light, stellar and galactic astronomy and cosmology, and some topics from quantum theory and relativity theory applied to astronomy. The course will emphasize the astronomy of the stars and galaxies.

Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites: none

Required Textbook(s) and Materials:

Bennett, Donahue, Schneider, Voit, The Essential Cosmic Perspective, with Mastering Astronomy, 9th ed., Addison- Wesley/Pearson Pub. Co., ISBN ISBN 9780135795798. Please buy this from the PJC bookstore, or directly from the publisher. If you order from another source (such as Amazon.com), you will very likely get the wrong items. Sometimes, the code for Mastering Astronomy purchased from Amazon.com will NOT work, so don't take a chance. You CAN buy from the publisher (Pearson) and this is the CHEAPEST WAY to get the materials. This is how to do it:

To register for PHYS 1304 Astronomy II SOLAR SYSTEMS Summer II 2025:

1. Go to https://mlm.pearson.com/enrollment/larue23703

2. Sign in with your Pearson student account or create your account

3. Select any available access option, if asked. » Enter a prepaid access code that came with your textbook or from the bookstore. » Buy instant access using a credit card or PayPal. » Select Get temporary access without payment.

4. Select Go to my course.

5. Select PHYS 1304 Astronomy II SOLAR SYSTEMS Summer II 2025 from My Courses.

If you contact Pearson Support, give them the course ID: larue23703

To sign in later:

1. Go to https://mlm.pearson.com

2. Sign in with the same Pearson account you used before.

3. Select PHYS 1304 Astronomy II SOLAR SYSTEMS Summer II 2025 from My Courses.

Be sure your access code is still valid for at least four months. If you get the 2 week free version, you will still need to purchase Mastering at the end of the 2 weeks.

Technical Support: Assistance for Blackboard is available through PJC technical support, 903-782-0489. We will be using Blackboard extensively so be sure to log in and follow the directions on the Start Here page. If you are having trouble with Mastering Astronomy, please refer to this information:

Pearson Technical Support Options:

1. US Students: Text "Hi" to 1-866-264-0618
2. Technical Support website: https://support.pearson.com/getsupport/s/
3. Speak with Tech Support Agent
   Now: https://support.pearson.com/getsupport/s/contactsupport

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Astronomy)

- Demonstrate mastery of the processes of science, the scientific method and established scientific knowledge.

- Demonstrate knowledge of basic terminology and understanding of major astronomical concepts.

ACGM Lecture Learning Outcomes
Upon successful completion of this course, students will:
1. The student knows the laws governing the universe. The student is expected to:

(A) describe the formation of stars and planets;

(B) list and describe the properties of the planets and the debris of the solar system;

(C) describe the evolution of stars;

A. describe the Big Bang Theory and list the evidence favoring this theory;
B. discuss the various comological theories; and
C. describe the laws of physics as they pertain to astronomy (for example, Newton's Laws of Motion and Gravity; Kepler's Laws of Planetary Motion; the Theory of Relativity; Hubble's Law of galactic motion).

2. The student knows forces in nature as they relate to astronomy. The student is expected to:

(A) identify the influence of mass and distance on gravitational forces;
(B) research and describe the historical development of the concepts of gravitational, electrical, magnetic, and nuclear force in connection with the life cycle of stars, the structure of the universe, and the various cosmological theories.

3. The student understands various astronomical phenomena, including:

A. eclipses of sun and moon
B. the seasons on earth
C. precession of the earth's axis
D. the use of various telescopes and new technologies to discover the properties of the universe
E. the structure and evolution of planets, moons, asteroids, comets, and meteors.
F. The theories regarding the formation of the solar system
G. the structure and operation of stars and galaxies, and the recycling of matter that occurs

the theories for answering how the universe came into being, and where it is going.

Course Requirements and Evaluation:

How to begin: **How to begin:** Please go to the PJC webpage www.parisjc.edu and access the course through BlackBoard. You should have received an ID number to login to BlackBoard. We will use Blackboard for the lectures (PowerPoints) and Mastering for submitting assignments. You MUST follow the Modules in Blackboard

(Week 1, Week 2, etc.) to be successful in this course! If you have trouble navigating BlackBoard, please click Help.

After you have registered into Mastering Astronomy (see the instructions above), take the "tour" of the website to become acquainted with it. At MasteringAstronomy you will find four important elements of the course: Major Tests I - IV, Mid Term Exam, Final Exam, and Tutorial and Video Labs (Cosmos). All of these elements of the course are described below, the main components of the course:

Major Tests – After completing all the work for Chapters 1-4 (reading the chapter and viewing the PowerPoint lectures in class for each chapter) you are ready to take the Chapter Test, Test I over Ch. 1-4. This is located at the "Mastering Astronomy" website. Click on the first tab, "Assignments", and you will find Test I ch. 1-4. Similarly, you will complete Tests II, III, and IV throughout the course. The Major Tests are open-book tests, but they are timed so that you only have two hours to complete the test. Please notice the due dates, given at Mastering Astronomy.

Mid Term Exam – A test that covers the first half of the course will be given at the midpoint of the course. This is at Mastering Astronomy and is NOT proctored.

Final Exam – at the end of the course, a comprehensive final exam will be given at Mastering Astronomy; it is NOT proctored.

Lab Experiments – There are two types of labs that you will perform, Tutorial Labs, and Video Labs. We may also do some hands-on labs in class. These are generally short (ranging from 10 minutes to 1 hour to complete) and will enhance your understanding of astronomy tremendously.

(1) Tutorial Labs: The tutorial lab experiments that you perform are found at MasteringAstronomy; click on "Assignments", then on "Tutorial Lab 1 Scale of the Universe" when you are ready to do the first lab. To complete Lab 1, perform the tutorial "The Scale of the Universe" at Mastering Astronomy; follow the instructions carefully concerning how **to submit your responses through MasteringAstronomy; you can check your grade on the day after the due date for each lab.** There are eight tutorial labs, and there is a list given below; due dates are given in the schedule at the end of the Syllabus. I will say more about labs in the Announcements (click the icon on the homepage of this BlackBoard course) to be sure that everyone understands the procedure. Here is a list of the labs:

Tutorial LABS (found by clicking on Assignments at Mastering Astronomy):

- Scale of the Universe
- Orbits and Kepler's Laws
- Motion and Gravity
- Formation of the Solar System
- Shaping Planetary Surfaces
- Surface Temperature of Terrestrial Planets
- Detecting Extrasolar Planets
- Black Holes

  Detailed instructions for completing these labs are given at our Blackboard site; you should print out these instructions and follow them CAREFULLY!

(2) Video Labs: As a part of the Lab experience, you will also view a series of videos from the "Cosmos" series, and complete a worksheet for each of these. These will receive a grade. It is very important that you attend class; you cannot make up these assignments!

The links to the videos will be given at BlackBoard. You will find the "notes" (Video Sheets) at the BlackBoard page for the course. You will watch a video (the first one is called "Shores of the Cosmic Ocean") and complete the sheet as you watch; then use these as notes to help you with the Mastering Astronomy assignment (such as "Cosmos Video Lab 1 The Shores of the Cosmic Ocean). **Do NOT email me your notes sheet!** Just complete the Mastering Assignment Cosmos video lab assignment, which is in multiple choice format. Here are the titles of these 5 Cosmos video labs:

- Cosmos – Shores of the Cosmic Ocean
- Cosmos – Heaven and Hell
- Cosmos – Blues for a Red Planet
- Cosmos – Travelers Tales
- Cosmos – Encyclopedia Galactica

Also, please go to www.KhanAcademy.com for more Astronomy videos. At www.YouTube.com you will find hundreds of astronomy videos as well. These are optional, but they may be of help in understanding many concepts. A particularly good set of videos can be found by entering "Crash Course Astronomy" in the Search box at YouTube.

A schedule for our course is given below. Due dates for most assignments are also given in Mastering Astronomy. A**ll Tutorial Labs and Tests MUST be completed no later than the indicated date! These are found at MasteringAstronomy and the due dates are given there. There is a handy calendar at Mastering Astronomy as well. You should print this out for ease of reference. Assignments should be completed a day or two before the due date.**

After reading a chapter, you should view the corresponding PowerPoint slide program for each chapter, complete labs as they are indicated, and take the Major Tests before the indicated due dates, as described above. There is a Schedule at the end of the Syllabus to help you determine what work to do for each week of the course.

Grading Procedure: Grades will be determined as follows:

Major Tests I - IV	25%
Labs (Tutorials and Cosmos)	25%
Mid Term Test	25%
Final Exam	25%
Total	100%

All of these items are located at Mastering Astronomy. Grades will show up in Mastering Astronomy the day after each due date. Blackboard gradebook will NOT be used!!

Make-Up Work

Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is Wed., **Aug. 6, 2025**. If circumstances require you to withdraw from this course you must do so by that date. Please go to www.parisjc.edu and you will find the procedure for dropping a course. Failure to officially withdraw will result in your receiving a grade of F.

Course Policies

Online students are expected to have a working computer with reliable internet. **A "backup plan" must also be determined in the event internet service goes down or other issues arise**. The backup can be a friend's computer, a local public library or school computer with internet, etc. Due dates at Mastering Astronomy are the deadlines for assignments; you should actually complete assignments a day or two early.

This is an online class, so it is imperative that you log in regularly to our Blackboard course and complete the assignments described above by the due dates indicated in Mastering Astronomy.

A word or two about responsibility:
The assignments have due dates. Follow the calendar at Mastering Astronomy and complete all assignments on time. **Do NOT ask for extra credit at the end of the course**. If you keep up with the work and do a good job, you should be able to make at least a passing grade. If you are not responsible for yourself, it will be difficult to succeed at anything in life.

Class Attendance:

Class attendance in an online class involves logging in regularly to our Blackboard course to read the Announcements in the modules (Week 1, Week 2, etc.) and use materials located there. You must also follow the schedule of due dates given at Mastering Astronomy after you have registered into the program. This is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Wednesday, Aug. 6, 2025. Students are responsible for materials covered in our online course. Please contact your instructor as early as possible if you are having difficulties so that you remain current in the course. Excessive absences (not logging in/not completing assignments) will ultimately hinder your success in this course!

Class Conduct:
Class attendance is critical for the successful completion of this course; for online courses, this means that you keep on top of all that is going on by reading Announcements and other posts at Blackboard and observing due dates! Do this on a daily basis! Withdrawals must be initiated by the student. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Course Schedules (Tentative – subject to change): *Please go to our course at www.Parisjc.edu, click on the tab "Online courses" at the top, then when a new page opens, click on the tab in the middle, "Login to Blackboard courses" and you will find our course. The START HERE section explains the course and all elements, and you should read the ANNOUNCEMENTS several times each week! More detail is provided in the Announcements about the brief schedule given below.*

This is an online course, so the dates given begin on Monday; assignment due dates are found at Mastering Astronomy. Please also remember to check the Announcements in our Blackboard site.

Dates **Topic**

Week 1 (July 14) Ch 1-5 Review of Terminology and Theories from Astronomy I Motion, Light, Spectroscopy, Planetary Motion

Week 2 (July 21) Ch 6, 7 Formation of the Solar System, Terrestrial Planets
Week 3 (July 28) Ch 8, 9Jovian Planets, Jovian Planet Satellites, Comets, Meteors, Asteroids
Week 4 (Aug. 4) Ch 10, 19, S2, S3, S4 Exoplanets and life in the universe; space travel; Topics in Modern Physics related to Astronomy
Week 5 (Aug. 11) short week! Finish Ch S2, S3, S4 Topics in Modern Physics related to Astronomy (Special and General Relativity, Particle Physics)

Wednesday Aug. 13 11:59 pm is the due date for the Final Exam and end of course. The Final Exam will be open at Mastering Astronomy by Aug. 6 (one week before the due date). It is best to complete the FINAL EXAM early, at least one day before the due date.

Mastering Astronomy due dates:

Introduction to MasteringAstronomy (not required for a grade, but you should do this to get used to the system)	+ Labs	07/20/25 at 11:59pm
Tutorial Lab 1 Scale of the Universe	+ Labs	07/20/25 at 11:59pm
Tutorial Lab 2 Orbits and Kepler's Laws	+ Labs	07/20/25 at 11:59pm
Cosmos Video Lab 1 Shores of the Cosmic Ocean	+ Labs	07/20/25 at 11:59pm
Test 1 Ch. 1-5	+ Tests	07/20/25 at 11:59pm
Tutorial Lab 3 Motion and Gravity	+ Labs	07/27/25 at 11:59pm
Tutorial Lab 4 Formation of the Solar System	+ Labs	07/27/25 at 11:59pm
Cosmos Video Lab 2 Heaven and Hell	+ Labs	07/27/25 at 11:59pm
Cosmos Video Lab 3 Blues for a Red Planet	+ Labs	07/27/25 at 11:59pm
Test 2 ch. 6, 7, 8	+ Tests	07/27/25 at 11:59pm
Tutorial Lab 5 Shaping Planetary Surfaces	+ Labs	08/03/25 at 11:59pm
Cosmos Video Lab 4 Travelers Tales	+ Labs	08/03/25 at 11:59pm
Test 3 Ch 9, 10, 19	+ Tests	08/03/25 at 11:59pm
Tutorial Lab 6 Surface Temperature of Terrestrial Planets	+ Labs	08/03/25 at 11:59pm
Mid Term Exam	+ Mid Term Test	08/03/25 at 11:59pm
Tutorial Lab 7 Detecting Extrasolar Planets	+ Labs	08/10/25 at 11:59pm
Tutorial Lab 8 Black Holes	+ Labs	08/10/25 at 11:59pm
Test 4 Ch. S2, S3, S4 Supplementary Chapters	+ Tests	08/10/25 at 11:59pm
Cosmos Video Lab 5 Encyclopedia Galactica	+ Labs	08/12/25 at 11:59pm
FINAL EXAM	+ Final Exam	08/13/25 at 11:59pm

Paris Junior College Syllabus

Year	2025	Faculty	LaRue
Term	Summer II	Office	MS212G
Section	205	Phone	903-782-0334
		email	llarue@parisjc.edu

Course PHYS 1402

Title College Physics II

Description

This course is the second half of a general survey of physics requiring a background in algebra and trigonometry. Topics will include: electricity and magnetism, optics, and modern physics. Topics from astronomy will be included to show the application of many principles of physics.

Prerequisites include two years of high school algebra and trigonometry.

Textbooks

Required reading: 1. OpenStax College Physics -- free pdf at https://openstax.org/details/books/college-physic; 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 electricity and magnetism.
3. The student will demonstrate an understanding of the study of optics.

Schedule

Week 1 -- Ch. 19-21, review of waves; Labs 1 and 2; Test I
Week 2 -- Ch. 22-24; Labs 3 and 4; Test II
Week 3 -- Ch. 25-28; Labs 5 and 6; Test III
Week 4 -- Ch. 29-31; Labs 7 and 8; Test IV
Week 5 -- Ch. 32-37; Labs 9 and 10
Final Exam

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%

PHYS 1402.200
College Physics II (Online)
Summer II 2025

Instructor: Dr. Lee H. LaRue
Office: MS 210G
Phone: 903-782-0334

Meeting Location: Online class
Email: use Blackboard email for this class! But for emergencies **also** use LLARUE@parisjc.edu

Office Hours: By appointment. Please send an email to me through Blackboard email, giving your phone number and times to call, and I will return your call promptly.

Course Description: This course is the second half of a general survey of physics requiring a background in algebra and trigonometry. Topics will include: waves, electricity, magnetism, optics, quantum theory, relativity theory, atomic physics, nuclear physics, with applications to stellar astronomy and cosmology.
Credits: SCH = 4 (3 Lecture and 1 Lab)

Prerequisites:

Two years of high school algebra and precalculus or college algebra and precalculus.

Required Textbook(s) and Materials:

YOU WILL NEED THESE MATERIALS! Notice that there are three items listed -- OpenStax College Physics e-book, Expert TA online homework system, and the Lab Pag. Please get these IMMEDIATELY. Even if you took PHYS 1401 (College Physics 1) during Summer 1, you still need to purchase these items!

1. OpenStax COLLEGE PHYSICS e-book I have already provided a pdf version of the text below (see Materials section) but if you can't open it, or you just want to get it yourself, you can obtain it by clicking on this link (or paste it into a web browser):

OpenStax

https://openstax.org/details/books/college-physics

You do not have to contribute or write a thank-you note.

Then click on "Download pdf".

It will take a minute or so depending on your internet service. SAVE this pdf so you don't have to download it every time you need it.

I suggest saving it to your Desktop. (Click on File, then Save As, then type a name for the book such as PHYSICS, then click on Desktop, then Save.)

If you want a hard copy, you can order it from OpenStax as indicated in the website, or from Amazon. Get the single volume edition! If you get the two volume version, the page numbers will be different later in the course.

2. Expert TA Physics Online Homework System, ISBN 978-099-616-4696.

Please order from TheExpertTA using the instructions below.

Student Registration Instructions for Blackboard: Paris Junior College
Getting Started: See steps below for registering and using Expert TA.
From inside of Blackboard, go to an available assignment that uses Expert TA and open it. This action brings you directly to the Expert TA "take assignment" page. This automatically registers you in Expert TA simultaneously upon your first visit. As a result, Blackboard will be your primary springboard for accessing any of your assignments from the Expert TA system for the summer 2022 term.
Check-out. You will not be able to do homework until you complete the payment step. - You will need to click on the check box to confirm that you are purchasing access for the class listed (ex. PHYS 1401).
- After you have clicked the check box, you will choose your method of payment. If you are using a credit card to pay now, click "Credit Card". The option for a "free 14-day" Trial will allow you to delay your payment for exactly two weeks. If trial is chosen, you will be able to do homework immediately, and asked to make your actual payment with a credit card after the trial period has ended at a later date. You can also use a bookstore code as your method of payment, if available at your school.
If paying for access with a Credit Card only - After clicking "Credit Card" you will be redirected from our site to Authorize.net - Authorize.net is an industry leader in secure payments and used by tens of thousands of companies. - Enter your credit card information. Note: Pay careful attention when entering information into each field, including the street address and CVV code boxes.
Registration is Complete and you are done! You will be directed to your assignment to begin your work.
As you work problems, your scores are brought back over to Blackboard within a few minutes at a time.
Verify your email. You will see information at the top of the page each time you are redirected from Blackboard into Expert TA, including the email address our system has captured for you. This is your username and how we uniquely identify you in our system. If for some reason your email changes, this may cause issues. You can verify your email regularly to make sure it always stays the same.
Do I need a password? No, because you log into Blackboard, you will never have to access Expert TA directly from our login page, as your password is handled and managed via Blackboard at all times.
Can I study from previously taken assignments? Yes, if you want to visit Expert TA for practice, or to study, then you can go into the system from an older assignment link in Blackboard.

Simply navigate away from the “take assignment” area to the Class Management page. From there, you may choose a previously completed assignment and select “View My Detailed Grade Report” to see prior work. (However, this will not improve or take away from the original grade.)
FAQs. Hints and Feedback are provided throughout the term while taking assignments, typically for homework only. Hints are generalized, whereas feedback is always meaningful based on your most recent incorrect answer to help you learn as you go along. All major browsers are supported.
Student Support Link: http://theexpertta.com/support/student-support 24x7 Student Support - email main@theexpertta.com or call 877-572-0734.

3. McGraw-Hill Virtual Lab System (VLS) ISBN 978-126-615-1446

After you go into the course through Blackboard, select “Lab 1 Standing Waves” experiment. You will purchase access to McGraw-Hill Virtual Lab System – you MUST purchase the VLS to obtain access to experiments. **If you do not purchase, you will not be able to complete the experiments or pass the course.** Students will go through Blackboard to access all the labs.

If you are receiving a scholarship and have to purchase at the bookstore, just go to the PJC bookstore and they will let you know how this is done.

If you have difficulty, call **1-(800) 331 5094** if you have any problems.

(This is the help number for McGraw-Hill if you have other issues later on.)

Technical Support: Assistance concerning Blackboard is available through PJC technical support, 903-782-0489. For any issues arising with Expert TA, the Tech Support number is **1-877-572-0734** **24 hours per day, 7 days per week**. For issues concerning McGraw-Hill Connect, the number is **1-(800) 331 5094.**

Course Goals and Objectives:

THECB Science 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 in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Student Learning Outcomes (Science Program-Level)

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.

ACGM Lecture Learning Outcomes

Upon successful completion of this course, students will:
1. Solve problems involving the inter-relationship of fundamental charged particles, and electrical forces, fields, and currents.
2. Apply Kirchhoff's Rules to analysis of circuits with potential sources, capacitance, inductance, and resistance, including parallel and series capacitance and resistance.
3. Solve problems in the electrostatic interaction of point charges through the application of Coulomb's Law.
4. Solve problems involving the effects of magnetic fields on moving charges or currents, and the relationship of magnetic fields to the currents that produce them.
5. Use Faraday's and Lenz's laws to determine electromotive forces and solve problems involving electromagnetic induction.
6. Articulate the principles of reflection, refraction, diffraction, interference, and superposition of waves.
7. Describe the characteristics of light and the electromagnetic spectrum.

ACGM Laboratory Learning Outcomes

1. Develop techniques to set up and perform experiments, collect data from those experiments, and formulate conclusions from an experiment.
2. Demonstrate the collections, analysis, and reporting of data using the scientific method.
3. Record experimental work completely and accurately in laboratory notebooks, and communicate experimental results clearly in written reports.
4. Solve problems involving the inter-relationship of fundamental charged particles, and electrical forces, fields, and currents.
5. Apply Kirchhoff's Rules to analysis of circuits with potential sources, capacitance, inductance, and resistance, including parallel and series capacitance and resistance.
6. Solve problems in the electrostatic interaction of point charges through the application of Coulomb's Law.
7. Solve problems involving the effects of magnetic fields on moving charges or currents, and the relationship of magnetic fields to the currents that produce them.
8. Use Faraday's and Lenz's laws to determine electromotive forces and solve problems involving electromagnetic induction.
9. Solve problems applying the principles of reflection, refraction, diffraction, interference, and superposition of waves.
10. Solve practical problems involving optics, lenses, mirrors, and optical instruments.

Course Requirements and Evaluation:

The first thing to do is to go to our course at Blackboard (Go to www.parisjc.edu, then click on Online Courses, then click on Blackboard course). The important elements of the course

include: Homework for each unit, Labs, Major Tests I – IV, and the Final Exam. We covered UNITS 1-7 in PHYS 1401. For PHYS 1402, we cover UNITS 8-13.

Assignments (Homework) – This is located in the Menu on the left side of the page in our Blackboard course; the due dates given there, and in Start Here (also at the end of this syllabus) are important to follow!

Major Tests – After completing all the work for UNIT 8 Chapters 18 and 19 (read or skim the chapters, view the PowerPoint corresponding to the chapters, and working the homework assignments – click on Assignments in the menu on the left side of the page in our Blackboard course.) you are ready to take the Chapter Test, Test I over UNIT 8 Ch. 18 and 19 (click on Tests in the menu on the left). This and the other tests are to be taken online. The Major Tests are open-book tests, but they are timed. You can check your grade on the day after the due date for each test, in the gradebook. Please notice the due dates, given in the Start Here section and in the Announcements here in our Blackboard course.

Final Exam— The final exam can be accessed in the Menu on the left side of the page in Blackbaord and should be taken by the date indicated in the schedule. It will be available about 1 week before the end of course.

Lab Experiments – The labs can be found in the Labs section of the course, below the Assignments and Tests.

These MUST be completed on time, by Sunday of each week.

Grading Procedure: Grades will be determined as follows:

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

Make-Up Work

Make-up work is not allowed unless extenuating circumstances (illness with doctor's written excuse, death in the immediate family) can be shown. The last day to drop the course with a grade of W is Thursday Aug. 7. If circumstances require you to withdraw from this course you must do so by that date. Failure to officially withdraw will result in your receiving a grade of F.

Course Policies

Online students are expected to have a working computer with reliable internet. A "backup plan" must also be determined in the event internet service goes down or other issues arise. The backup can be a friend's computer, a local public or school computer with internet, etc.

Class Attendance:

Class attendance is critical for the successful completion of this course; for online courses, this means that you keep on top of all that is going on by reading Announcements at Blackboard and observing due dates! Do this on a daily basis! Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is Thursday, Aug. 7. Students absent, for any reason, are still responsible for lecture/lab materials covered during the absence and any required assignments that were due. Please contact your instructor as early as possible if you are absent so that you remain current in the course. Excessive absences will ultimately hinder your success in this course!

College policy requires faculty members to take attendance each class session and to record absences in the college-wide computer system.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Course Schedules (Tentative – subject to change):

Lecture Schedule: *Use the attached PowerPoints and recommended videos given each week in the Announcements as the "Lecture" portion of our course.*

Dates **Topic**

Week 1 (July 14) UNIT 8 Ch 18,19, and Test 1 (Ch 18-19); begin Ch. 20.

HW and TEST is DUE SUN. July 20;. Lab 1 Standing Waves due Sunday July 20.

All labs are due on Sunday with the Assignments and Test. Begin work on

UNIT 9 Ch. 20 and 21, due in Week 2.

Week 2 (July 21) UNIT 9 Ch 20 and Ch. 21 due July 27 and Test 2 over Ch

20-21 (due July 27), Lab 2 Batteries, Resistors, and Currents (due Sun.

July 27). Begin work on UNIT 10 Ch. 22 and 23, due in Week 3 .

Week 3 (July 28) UNIT 10 Ch 22, 23 (due Aug. 3), and Test 3 over Ch. 22-23 (due

Aug. 3). Lab 3 Electron Beam in Magnetic Field due Sun. Aug. 3.

Begin work on UNIT 11 Ch. 24-27 due in Week 4. PLEASE GET AHEAD in UNIT 11

as Week 4 will be packed with information!

Week 4 (Aug. 4) UNIT 11 Ch 24, 25, 26, 27 and Test 4 (over Ch 24-27). DUE SUN.

Aug. 10. Lab 4 Lenses due Sun. Aug 10. ALSO toward end of the week, work on

UNIT 12 (due Aug. 11), UNIT13 Ch 28-34 (due Aug. 11). No Test on UNIT 12 and 13.

(information on UNIT 12 and 13 will be tested on the Final Exam). Week 5 is a short

Week so please work hard on UNIT 12 and begin UNIT 13 toward the end of Week 4!

Week 5 (Aug. 11-13) DUE TUES. Aug. 12. Lab 5 Photoelectric Effect due Tues. Aug. 12.

UNIT 12 and 13 HW due on Aug. 11.

Final Exam Wed. Aug. 13 (Exam is comprehensive)

DUE DATES FOR ASSIGNMENTS, TESTS, AND FINAL EXAM (look at the "Due" column):

Due Date

Assignment	Weight	Publish	Start	Due
Intro to Expert TA	1	Apr 18, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Jul 19, 2025 11:54 PM
UNIT 8 Chapter 18, 19 HW Electric Forces, F	1	Jan 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Jul 20, 2025 11:58 PM
Test 1 -- UNIT 8 Ch 18-19	1	Jan 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Jul 20, 2025 11:59 PM
UNIT 9 Chapter 20 HW Ohm's Law and Pow	1	Jan 01, 2022 12:01 AM	Mar 28, 2022 12:01 AM	Jul 27, 2025 11:58 PM
UNIT 9 Chapter 21 HW Circuits	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Jul 27, 2025 11:59 PM
Test 2 -- UNIT 9 Ch. 20-21	1	Jan 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Jul 27, 2025 11:59 PM
UNIT 10 Chapter 22 & 23 HW Magnetism an	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Aug 03, 2025 11:58 PM
Test 3 -- UNIT 10 Ch. 22, 23	1	Jan 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Aug 03, 2025 11:59 PM
UNIT 11 Chapter 24-26 Light, Refraction, Mi	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Aug 10, 2025 11:57 PM
UNIT 11 Chapter 27 HW Diffraction	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Aug 10, 2025 11:58 PM
Test 4 -- UNIT 11 Ch. 24-27	1	Jan 01, 2022 12:01 AM	Apr 05, 2022 12:01 AM	Aug 10, 2025 11:59 PM
UNIT 12 Chapter 28 HW Relativity	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Aug 12, 2025 11:57 PM
UNIT 12 Chapter 29 HW Quantum Theory	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Aug 12, 2025 11:58 PM
UNIT 12 Chapter 30 HW The Atom	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Aug 12, 2025 11:59 PM
UNIT 13 Chapter 31-34 Nuclear Physics, Fro	1	Jan 01, 2022 12:01 AM	Apr 04, 2022 12:01 AM	Aug 12, 2025 11:59 PM
FINAL EXAM	1	Aug 09, 2022 12:01 AM	May 10, 2022 12:01 AM	Aug 13, 2025 11:59 PM

Lab Due Dates:

Lab 1 Standing Waves	**Start - Due** July 14, 2025 - July 20, 2025
Lab 2 Batteries, Resistors, and Currents	**Start - Due** July 14, 2025 - July 27, 2025
Lab 3 Electron Beam in Magnetic Field	**Start - Due** July 14, 2025 - August 3, 2025
Lab 4 Lenses	**Start - Due** July 14, 2025 - August 10, 2025
Lab 5 Photoelectric Effect	**Start - Due** July 14, 2025 - August 12, 2025

Paris Junior College Syllabus

Year	2025
Term	Summer
Section	250

Faculty	LaRue
Office	MS 210G
Phone	903-782-0334
email	llarue@parisjc.edu

Course	PHYS 1405
Title	Elementary Physics I

Description

Course Description:
This course presents concepts of classical and modern physics with application to biology and health sciences. Matter, energy, and waves are highlighted. What students should bring to this course is curiosity about how the world works. Intended for liberal arts, health science, or any majors. Lab required. Prerequisites: TSI Math score of 910-949 with a diagnostic score of 5, and

Textbooks

Required Text and Materials:
Hewitt, P. Conceptual Physics, 13th ed., ISBN978013574626-4
Pearson Pub. Co.

Student Learning Outcomes (SLO)

1. Describe Newton's Laws of Motion.
2. Describe the properties of solids, liquids, and gases.
3. Identify the characteristics of sound and the properties of waves.

Schedule

A schedule of the sections covered follows:
Week 1 Matter, energy, motion
Week 2 Newton's Laws of Motion, Work, Power, Energy
Week 3 Momentum, Properties of Matter
Week 4 Temperature and Heat
Week 5 Sound and Waves
Week 6 Light and electricity
Week 7 Electricity and magnetism
Week 8 Modern physics
Week 9 nuclear energy
Week 10 Final Exam

Evaluation methods	Major Tests I, II, III, IV 20% Lab Reports 25% Homework/classwork 15% Mid Term Exam 20% Final Exam 20% Total 100%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Linda Miles
Term	Summer I	Office	FGC A104A
Section	200	Phone	903-782-0724
		email	lmiles@parisjc.edu

Course	PSYC 2314
Title	Human Growth and Development

Description

A study of the physical, mental, emotional, and social growth and development of children and throughout the lifespan.

Textbooks

Feldman, R. S. (2019) Life Span Development: A Topical Approach with REVEL – Access Card Package. 4rd ed. Upper Saddle River, NJ: Pearson. ISBN # 9780135212219.

Student Learning Outcomes (SLO)

Upon completion of this course:
• Students will demonstrate familiarity with the major theoretical perspectives in developmental psychology.
• Identify and understand tRequired 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

Psychology Student Learner Outcomes: Upon successful completion of PSYC 2314, the student

Schedule

Week 1-Course introduction and Self Assessment Chapter 1 & 2
Week 2-Chapters 3 - 5
Week 3-Chapters 6-8
Week 4-Midterm, Chapters 9 - 10
Week 5-Chapters 11-15.
Week 6-Final Exam

Evaluation methods	•Evaluation Methods: Students will have two major objective exams 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 is an important part of Internet classes; therefore, students can earn up to 100 points for engagement (15 points – for the RAC Assignment, 15 points – for the APA Quiz, 20 points – for the cross-cultural Psychology Assignments, & 50 points for surveys). Students can earn up to 50 points on REVEL Reading Quizzes and 50 points on discussions. Students can earn extra credit points by completing extra credit assignments that are built into the class; however, extra credit opportunities are not designed to replace an assignment or exam grade. Grading Criteria •Students can earn up to a total of 600 points during the semester 200 points – Two Major Exams: Students will complete an online Midterm and a final examination. Each exam

Paris Junior College Syllabus

Year	2025
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, 12th edition, 2021, ISBN: 978-0-323-66134-8
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- Contrast, Imaging Process, Assignment
Week 7 - Exam, Assignment
Week 8- Spatial Resolution/Recorded Detail, Distortion, Assignment
Week 9- Grids, Beam Restriction, Digital Imaging - Image Receptors, Assignment
Week 10- Exam, Final Exam Review
Week 11- Final Exam

Evaluation methods

Exams 50%
Quizzes 25%
Assignments 15%
Final Exam 10%

RADR 1213.190
Principles of Radiographic Imaging I
Summer 2025

Instructor: Laura Fendley
Office: 1066
Phone: 903-782-0765
Email: lfendley@parisjc.edu

Meeting Location: Rm 1040
Meeting Day(s): Wednesday
Meeting Times: 8:15a-11:30a, 6pm-10pm
Office Hours: By appointment

Course Description

Radiographic image quality and the effects of exposure variables.
Credits: 2 SCH

Required Textbook(s) and Materials

1. *Principles of Radiographic Imaging an Art and a Science*, 6th edition, 2018 ISBN: 978-1-337-71106-7 Publisher: Delmar Cengage Learning.
2. *Radiologic Science for Technologists Physics, Biology, & Protection*, Bushong, 12th edition, 2021, ISBN: 978-0-323-66134-8

Course Goals and Objectives

RADR 1213 is designed to introduce the student to Radiographic image quality and the effects of exposure variables. Complete all objectives satisfactorily.

Program-Level Student Learning Outcomes

Students will be able to perform these outcomes upon completion of the program:
Students will apply proper positioning skills.
Students will select appropriate technical factors for digital imaging.
Students will demonstrate radiation protection.
Students will demonstrate effective oral communication skills with staff, preceptors, and patients.
Students will demonstrate effective written communication skills.
Students will manipulate technical factors for non-routine examinations.
Students will demonstrate positioning for trauma patients.
Students will demonstrate professionalism in clinical situations.
Students will demonstrate exemplary customer service.
Students will evaluate radiographic images effectively.
Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes for RADR 1213

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
4. Define Imaging processes and quality standards
5. Identify Equipment Operations
6. Identify integration of equipment operations and medical diagnosis.

Course Requirements and Evaluation

In order to pass RADR 1213, the student must complete all objectives and achieve a final average grade of **75** or higher:

Exams	50%
Quizzes	25%
Assignments	15%
Final Exam	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of "F" for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day.
Missed quizzes cannot be made up and will result in a grade of zero.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades. No extra credit will be offered.

Course Structure and Organization

Practical work experience in a variety of healthcare settings
Group activities
Computer assisted instruction
Audio-visuals
Oral and written assignments
Critical thinking or problem-solving activities

Late Work

To encourage timely submission of assignments and maintain a fair and orderly progression of the course, late work will be accepted under the following conditions:

Assignments submitted after the due date but before the beginning of the next class day will incur a 20-point standard deduction from the total graded score. It is important to note that no submissions will be accepted beyond this period. Please plan accordingly to meet assignment deadlines, and contact me in advance if you anticipate any difficulties in submitting your work on time.

Class Attendance

Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Wednesday, July 30th.**

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend class/clinicals because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing less than 60 minutes of classroom time during a given day will receive a tardy. Students missing 60 minutes or more will be given an absence. A tardy or absence, such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Students who are absent will be required to make up the lab/classroom hours if required.

5. Students missing any time after three (3) absences **per course** per semester must, upon return to school, make a request to the Program Coordinator or the Dean of Health Occupations, to discuss absences and meet with the extenuating circumstance committee. The student must provide supporting evidence to validate the necessity of the absence.

Procedure for Reporting an Absence or Tardy
When a student must be late or absent from the classroom, that individual must notify the didactic instructor by telephone (call or text message) before the scheduled course begins. When calling, the student should attempt to contact the instructor, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted regarding the absence, as well as the time. The student should then convey his/her message to the course instructor via telephone (call or text message) with the documented information (name, position, time). Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

Illness Policy
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, **and**
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Class Conduct
Please put away all cell phones, pagers, IPods, AirPods, headphones, recording devices, smart watches, cameras, etc. before entering the classroom/laboratory/clinical site. There will be a designated location in the classroom for those students who bring devices to class. Students may access their devices during break times or in case of an emergency. No obscene/vulgar language will be permitted in the classroom/laboratory/clinical site. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Artificial intelligence
(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Academic Honesty
In the pursuit of learning, it is expected that students will engage in 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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Technical Support
For any technical difficulties within the course you may reach tech support at helpdesk@parisjc.edu.

COURSE SCHEDULE

Date	Lecture Topic	Exams/Quizzes/Assignments/Other
06/04	**Week 1** Orientation	**WELCOME BACK!**
06/11	**Week 2** Principles – Adler & Carlton, Ch 2, 5, 9 Bushong – Chapters 1, 2, 3, 6	**Tube, Radiation Concepts** Assignment Quiz
06/18	**Week 3** Principles–Adler & Carlton, Ch 8, 13 Bushong – Chapters 6, 7, 8, 9	**X-ray Production & Interactions** Assignment Quiz
06/25	**Week 4** RadTechBootCamp Content Spec Outline Due	**Exam** Assignment
07/02	**Week 5** Principles – Adler & Carlton, Ch 26, 25 Bushong – Chapters 13	Imaging Process **Density/Image Receptor Exposure** Assignment
07/09	**Week 6** Principles – Adler & Carlton, Ch 27, 25, 30 Bushong – Chapters 13	Imaging Process **Contrast** Assignment Quiz
07/16	**Week 7** RadTechBootCamp	**Exam** Assignment
07/23	**Week 8** Principles – Adler & Carlton, Chapters 25, 28, 29, 30 Bushong – Chapters 10, 13, 15	Imaging Process **Spatial Resolution (Rec. Detail)** **Distortion** Assignment
07/30	**Week 9** Principles–Adler & Carlton, Ch 15, 18, 20, 21, 22, 23 Bushong – Chapters 11, 15, 16 **Last Day to Drop with "W"**	Imaging Process **Grids** **Beam Restriction** **Digital Imaging – Image Receptors** Assignment Quiz
08/06	**Week 10** Final Exam Review	**Exam**
08/12	**Week 11**	**Final Exam**

You will be expected to pre-read the assigned chapters that pertain to the content before each class. Assignments, quizzes, and exams may be comprehensive. Course Schedule subject to change.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	190

Faculty	Carla Emery
Office	WTC 1064
Phone	903-782-0743
email	cemery@parisjc.edu

Course	RADR 1267
Title	Practicum (or Field Exeperience) - 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, 8th edition, 2023, Saunders-Elsevier, ISBN: 978-0-323-87220-1
2. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume I, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13:978-0-323-83280-9
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume II, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13: 978-0-323-83281-6
4. The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures, Frank, Long, Smith, 15th edition, 2023, ISBN: 978-0-323-83284-7
5. Merrill's Pocket Guide to Radiography, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13: 978-0-323-83283-0

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%

RADR 1267.190
Practicum/ Lab II
Summer 2025

Instructor: Carla Emery
Laura Fendley
Office: 1064
Phone: 903-782-0743

Email: cemery@parisjc.edu

Meeting Location: RM 1018, WTC

Meeting Days: Wed (Lab)/Thur/Fri
Meeting Times: Wed 12:00PM-6:00PM
Thur/Fri: Designated Clinical Sites
Office Hours: By Appointment

Course Description:

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

Credits: 2 SCH

Prerequisite(s): RADR 1266

Required Textbook(s) and Materials:

1. Introduction to Radiologic Science and Patient Care, Adler, Carlton, 8th edition, 2023, Saunders-Elsevier, ISBN: 978-0-323-87220-1
2. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume I, Frank, Long, Smith,15th edition, 2023, Mosby-Elsevier, ISBN-13:978-0-323-83280-9
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4. The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures, Frank, Long, Smith, 15th edition, 2023, ISBN: 978-0-323-83284-7
5. Merrill's Pocket Guide to Radiography, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13: 978-0-323-83283-0

Course Goals and Objectives

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 and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. RADR 1267 is designed to prepare the student to enter the health care environment with entry-level work experience.

Course Schedule:
Coincides with RADR 2301.190 Course Schedule for Lab competencies.

Course Requirements and Evaluation:

1. Complete all practicum objectives satisfactorily.

Course Policies:
See Radiology Technology Program Handbook.

Class Attendance:
Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of **"*W" is Wednesday, July 30th.***

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on clinical days, the student must make his/her own decision regarding safety for travel to scheduled site. A student who decides not to attend clinicals because of inclement weather will receive an absence unless official notification by the college has been made that school is closed.
2. Students missing 60 minutes or **less** of clinicals during a given day will receive a **tardy**. Students missing **more** than 60 minutes will be given an **absence**. A tardy or absence such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Students who are absent will be required to make up the clinical hours, if required.
5. Students missing any time after three (3) absences **per course** per semester must, upon return to school, make a request to the Program Coordinator or the Dean of Health Occupations, to discuss absences and meet with the extenuating circumstance committee. The student must provide supporting evidence to validate the necessity of the absence.

Daily clinical attendance is critical for the successful completion of this course. All practicum work experience will be made up at the convenience of the facility and the instructor. Withdrawal requests must be initiated by the student. Failure to complete all practicum objectives will result in a grade of "F" in the course.

Even though you are allowed three absences per course the third clinical absence will have to be made up due to clock hour requirements for this course.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the lab/clinical, that individual must notify the lab/clinical area instructor by telephone. If the assignment is in a hospital, the agency must be notified as soon as possible.

When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student should then convey his/her message be relayed to the instructor when he/she arrives. The student must obtain the name and position of the person contacted about the absence. **The student must then log a time exception in Trajecsys for the tardy or absence.**

Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

Class Conduct:
Please put away all cell phones, pagers, iPods, headphones, etc. before entering the classroom/laboratory. No obscene/vulgar language will be permitted in the classroom/laboratory. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Technical Support:

If you need help with a course, contact the Help Desk at 903.782.0496 or email helpdesk@parisjc.edu.

ADA Statement
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Illness Policy:

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Program-Level Student Learning Outcomes:

Students will be able to perform these outcomes upon completion of the program:
Students will apply proper positioning skills.
Student will select appropriate technical factors for digital imaging.
Students will demonstrate radiation protection.
Students will demonstrate effective oral communication skills with staff, preceptors, and patients.
Students will demonstrate effective written communication skills.
Students will manipulate technical factors for non-routine examinations.
Students will demonstrate positioning for trauma patients.
Students will demonstrate professionalism in clinical situations.
Students will demonstrate exemplary customer service.
Students will evaluate radiographic images effectively.
Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes for RADR 1267:

1. 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
2. Demonstrate legal and ethical behavior
3. Demonstrate safety practices
4. Demonstrate interpersonal and teamwork skills
5. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
6. Identify and Apply Radiation Safety and Protection in classroom laboratory and clinical facilities for radiographer, healthcare team, patient, and general public.

Course Structure and Organization

Practical work experience in a variety of healthcare settings
Group activities
Computer Assisted Instruction
Audio-visuals
Oral and Written assignments
Critical Thinking or problem solving activities

Grading Criteria

In order to pass RADR 1267, the student must meet the minimum requirements of the designated competencies in each column in order to receive the competency points and an average of the clinical instructor's evaluation forms

The Course grade will depend on the number of points in each of the following categories:

Competencies
Patient Care
Professionalism
Knowledge/Skills
Attendance

Points are based on number of clinical competencies in each column)

	Total	Total	=	Points
Competencies:	1st Col.	2nd Col.		
(Totals must	>24	>12		49
meet criteria	>22	>10		39
of all columns.)	= >20	=>8		29 (min. requirements)
	<20	<8		Fail Semester

Scores based on an average of all clinical instructors' evaluation form:

Patient Care:	20	=	15
(Total scores	16-19	=	13
of section.)	12-15	=	12
	<12	=	0
Professionalism:	25	=	15
(Total scores	20-24	=	13
of section.)	15-19	=	12
	<15	=	0
Knowledge/Skills:	35	=	16
(Total scores	28-34	=	13
of section.)	21-27	=	12
	<21	=	0
Attendance:	0 3 Absence	=	5
	4 Absence	=	4
	5 Absences	=	3

To have satisfactory progress, students must have the following **by Midsemester:**

Column 1 ≥ 20 competencies
Column 2 ≥ 08 competencies

Grading Scale: Depending on number of competencies completed, evaluations, clinical participation, submission of accurate time in Trajecsys, journals, summary logs (Trajecsys), and clinical discussions.

Late Work:
To encourage timely submission of assignments and maintain a fair and orderly progression of the course, late work will be accepted under the following conditions:

Assignments submitted after the due date but before the beginning of the next class day will incur a 20-point deduction from the total graded score. It is important to note that no submissions will be accepted beyond this period. Please plan accordingly to meet

assignment deadlines, and contact me in advance if you anticipate any difficulties in submitting your work on time.

The student is responsible for updating digital clinical log in Trajecsys weekly. Students are also responsible for logging kVp and mAs on competencies on a weekly basis. Competencies not submitted with technique within 7 days will not be accepted. All failed competencies must be turned in each week or 5 points will be taken off the student's final grade. After the 3rd incident, it may be grounds for dismissal.

Must have journal for clinical discussion weekly. Journal must have preceptor signature daily, if signature is missing there will be a 2 point deduction from final grade for each occurrence.

The student is responsible for turning in a list of competencies to the clinical coordinator on a weekly basis and competencies not submitted within 7 days will not be accepted. All failed competencies must be turned in each week or 5 points will be taken off the student's final grade. After the 3rd incident, it may be grounds for dismissal.

During weekly clinical discussions, the student is responsible for bringing the following items: list of competencies and journals with clinical preceptor's signatures. If the student does not have each of the items, including signatures, then two (2) points will be deducted from final grade. The weekly clinical discussion will require the student to verbally discuss procedures that they assisted, observed, and performed during the prior week to their classmates for group discussion.

Time **MUST** be accurately logged in Trajecsys on a daily basis. If time is not logged the student will receive a clinical absence and be required to make up the clinical hours.

The students' evaluations will be reviewed. Any problems that might have occurred will be discussed during clinical discussion so that the whole group may benefit from the evaluations. Twice a semester the student and instructor will meet to discuss individual evaluations. There will be a clinical discussion weekly.

Students who have unsatisfactory progress in clinical will be given written notification, put on probation, and a plan for remediation will be completed. Continued unsatisfactory progress after remediation may result in dismissal from program.

Evaluations that do not meet minimum requirements are deemed unsatisfactory progress in the course.

Remediation required on any failed competency.
Failed Competencies:
1st failed competency—Remediation
2nd failed competency—Remediation and be placed on probation
3rd failed competency—May be grounds for dismissal

Syllabus Subject to Change

Syllabus is subject to change at any time without notice. If there is a syllabus change, students will be notified in Announcements in Blackboard.

RADR 1267
RADIOGRAPHIC PROCEDURES

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
Upon completion of the required learning activities, the student should be able to:		REQUIRED TEXT READINGS:
	UNIT I	
1. Discuss general procedural considerations for radiographic examinations.	I. Standard Terminology for Positioning and Projection A. Standard terms 1. Radiographic position 2. Radiographic projection 3. Radiographic view	Merrill's, Vol. I, Chapter 2
2. Describe standard positioning terms.	B. Positioning terminology 1. Recumbent 2. Supine 3. Prone 4. Trendelenburg 5. Decubitus 6. Erect and upright 7. Anterior position 8. Posterior position 9. Oblique position	Merrill's, Vol. 1, Chapter 2
	C. General planes 1. Sagittal or mid-sagittal 2. Coronal or mid-coronal 3. Transverse 4. Longitudinal	Merrill's, Vol. I, Chapter 2

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
3. Describe standard positioning terms.	D. Terminology of movement and direction 1. Cephalad/caudad 2. Inferior/superior 3. Proximal/distal 4. Plantar/palmar 5. Pronate/supinate 6. Flexion/extension 7. Abduction/adduction 8. Inversion/eversion 9. Medial/lateral	Merrill's, Vol. I, Chapter 2
4. Demonstrate proper use of positioning aids.	E. Positioning aids 1. Sponges 2. Sandbags 3. Compression bands 4. Immobilization devices	Adler & Carlton, Patient Care, Chapter 14
5. Discuss equipment and supplies necessary to complete radiographic/fluoroscopic procedures.	F. Accessory equipment 1. Calipers 2. Lead strips 3. Lead shields or shadow shields 4. Lead markers 5. Image receptor holders	
6. Discuss general procedural considerations for radiographic examinations.	II. General Considerations A. Evaluation of radiographic orders 1. Patient identification 2. Verification of procedure(s) ordered 3. Review of clinical history 4. Taking clinical history and patient assessment	Merrill's, Vol. I, Chapter 1 Adler& Carlton-Patient Care, Chapter 11, 12

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
	a. Role of the radiographer b. Questioning skills c. Determining the chief complaint d. Localization e. Chronology f. Quality g. Severity h. Onset i. Aggravating or alleviating factors j. Associated manifestations k. Special considerations for age, disability and cultural background l. Determining previous allergic reactions 5. Establishment of patient rapport a. Procedure explanation b. Determination of pregnancy	Merrill's, Vol. I, Chapter 1 Adler& Carlton-Patient Care, Chapter 12

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
7. Discuss general procedural considerations for radiographic examinations. 8. Discuss equipment and supplies necessary to complete radiographic/fluoroscopic procedures.	6. Patient preparation a. Verification of appropriate dietary preparation b. Verification of appropriate medication preparation c. Appropriate disrobing and gowning d. Removal of items that may cause artifacts 7. Room preparation a. Cleanliness, organization and appearance b. Necessary supplies and accessory equipment available 8. Patient assistance 9. Patient monitoring 10. Image evaluation 11. Patient dismissal	Merrill's, Vol. I, Chapter 1 Lecture Notes Adler& Carlton-Patient Care, Chapter 12 Merrill's, Vol. I, Chapter 1 Adler& Carlton-Patient Care, Chapter 12
9. Simulate radiographic/fluoroscopic procedures on a person or phantom in a laboratory setting.	III. Positioning Considerations for Routine Radiographic Procedures A. Patient instructions B. Patient positioning C. Part placement D. Image receptor selection and placement E. Beam alignment and angulation F. Beam limitation and shielding	Merrill's- (Will be covered with each individual exam)

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
10. Adapt general procedural considerations to specific clinical settings.	G. Special considerations 1. Atypical conditions 2. Mobile procedures 3. Surgical unit procedures 4. Age specific 5. Special needs patients	
11. Cite the structures demonstrated on routine radiographic/fluoroscopic procedures.	H. Positioning for the following studies: 1. Skeletal system a. Upper extremity 1. Fingers 2. Hand 3. Wrist 4. Radius/ulna 5. Elbow 6. Humerus	Merrill's, Vol. I, Chapter 5
12. Discuss general procedural considerations for radiographic examinations.	b. Shoulder girdle 1. Shoulder joint 2. Scapula 3. Clavicle 4. Acromioclavicular articulations 5. Bone Survey	Merrill's, Vol. I, Chapter 6
13. Discuss equipment and supplies necessary to complete radiographic/fluoroscopic procedures.	6. Long Bone Measurement 7. Bone Age	Merrill's, Vol. I, Chapter 7

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
14. Simulate radiographic/fluoroscopic procedures on a person or phantom in a laboratory setting. 15. Adapt general procedural considerations to specific clinical settings. 16. Cite the structures demonstrated on routine radiographic/fluoroscopic procedures.	c. Lower extremity 1. Toes 2. Foot 3. Ankle 4. Calcaneus 5. Tibia/fibula 6. Knee/patella 7. Femur	Merrill's, Vol. I, Chapter 7
	d. Pelvic girdle 1. Pelvis 2. Hip	Merrill's Vol. I, Chapter 8
	e Vertebral column 1. Cervical 2. Thoracic 3. Lumbar 4. Sacrum and coccyx 5. Sacroiliac articulations 6. Scoliosis survey	Merrill's, Vol. I, Chapter 9
	f. Abdomen 1. Viscera 2. Female Reproductive Organs 3. Procedures	Merrill's, Vol. II, Chapter 17

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
	g. Bony thorax 1. Ribs 2. Sternum 3. Sternoclavicular articulations	Merrill's, Vol I, Chapter 10
	h. Thoracic Viscera 1. Respiratory System a. Upper Airway b. Lungs c. Procedures	Merrill's, Vol I, Chapter 3
	III. Positioning for the following Studies Unit I A Skull – Standard Terminology for Positioning and Projections 1. Skull A. Skull Anatomy B. Skull lines 1. Glabellomeatal line 2. Interpupillary line 3. Orbitomeatal line 4. Infraorbitomeatal line 5. Acanthiomeatal line 6. Mentomeatal line	Merrill's Chapter 11, Vol 2 Reference Book Pocket Guide

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
	C. Skull landmarks 1. Auricular point 2. Gonion (angle) 3. Mental point 4. Acanthion 5. Nasion 6. Glabella 7. Inner canthus 8. Outer canthus 9. Infraorbital margin 10. Occlusal plane 11. External auditory meatus 12. Mastoid tip	Merrill's Chapter 11, Vol 2 Reference Book Pocket Guide
	D. Procedures 1. Cranium – Skull 2. Orbits/Optic Formania a. Anatomy/Procedures 3. Eye a. Anatomy/Procedures	Merrill's Chapter 11, Vol 2 Reference Book Pocket Guide

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
9. Cite the structures demonstrated on routine radiographic/fluoroscopic procedures. 10. Simulate radiographic/ fluoroscopic procedures on a person or phantom in laboratory setting.	Unit II B. Facial 1. Facial Bones a. Anatomy/Procedures 2. Nasal Bones a. Anatomy/Procedures 3. Zygomatic Arches a. Anatomy/Procedures 4. Mandible a. Anatomy/Procedures 5. Temporomandibular Articulations a. Anatomy/Procedures Unit III C. Paranasal Sinus 1. Sinuses 2. Anatomy 3. Procedures	Merrill's Chapter 11, Vol 2 Merrill's Chapter 11, Vol 2

Radiographic Positions and Projections

I. Thorax

A. Chest
1. PA upright
2. lateral upright
3. AP Lordotic
4. AP supine
5. lateral decubitus
6. posterior oblique
7. anterior oblique

B. Ribs
1. AP and PA, above and below diaphragm
2. anterior and posterior oblique

C. Sternum
1. lateral
2. RAO breathing technique
3. RAO expiration
4. LAO
5. PA sternoclavicular joints
6. anterior oblique sternoclavicular joints

D. Soft Tissue Neck
1. AP upper airway
2. lateral upper airway

II. Abdomen and GI studies

A. Abdomen
1. AP supine
2. AP upright
3. lateral decubitus
4. dorsal decubitus

III. Spine and Pelvis

A. Cervical Spine
1. AP angle cephalad
2. AP open mouth
3. lateral
4. cross table lateral
5. anterior oblique
6. posterior oblique
7. lateral swimmers
8. lateral flexion and extension
9. AP dens (Fuchs)
10. PA den (Judd)

B. Thoracic Spine
1. AP
2. lateral, breathing
3. lateral, expiration

C. Scoliosis Series
1. AP/PA scoliosis series (Ferguson)

D. Lumbar Spine
1. AP
2. PA
3. lateral
4. L5-S1 lateral spot
5. posterior oblique 45°
6. anterior oblique 45°
7. AP L5-S1, 30-35°cephalad
8. AP right and left bending
9. lateral flexion and extension

E. Sacrum and Coccyx
1. AP sacrum, 15-25° cephalad
2. AP coccyx, 10-20° caudad
3. lateral sacrum and coccyx, combined
4. lateral sacrum or coccyx, separate

F. Sacroiliac Joints
1. AP
2. posterior oblique
3. anterior oblique

G. Pelvis and Hip
1. AP hip only
2. cross-table lateral hip
3. unilateral frog-leg, non-trauma
4. axiolateral inferosuperior, trauma (Clements-Nakayama)
5. AP pelvis
6. AP pelvis, bilateral frog-leg
7. AP pelvis, axial anterior pelvic bones (inlet, outlet)
8. anterior oblique pelvis, acetabulum (Judet)

IV. Extremities

A. Toes
1. AP, entire foot
2. oblique toe
3. lateral toe

B. Foot
1. AP angle toward heel
2. medial oblique
3. lateral oblique
4. mediolateral
5. lateromedial
6. sesamoids, tangential
7. AP weight bearing
8. lateral weight bearing

*single or double contrast

C. Calcaneus (Os Calcis)
    1. lateral
    2. plantodorsal, axial
    3. dorsoplantar, axial
D. Ankle
    1. AP
    2. AP mortise
    3. mediolateral
    4. oblique, 45° internal
    5. lateromedial
    6. AP stress views
E. Tibia, Fibula
    1. AP
    2. lateral
    3. oblique
F. Knee
    1. AP
    2. lateral
    3. AP weight bearing
    4. lateral oblique 45°
    5. medial oblique 45°
    6. PA
    7. PA axial – intercondylar fossa (tunnel)
G. Patella
    1. lateral
    2. supine flexion 45° (Merchant)
    3. PA
    4. prone flexion 90° (Settegast)
    5. prone flexion 55° (Hughston)
H. Femur
    1. AP
    2. mediolateral
I. Fingers
    1. PA entire hand
    2. PA finger only
    3. lateral
    4. oblique
    5. AP thumb
    6. oblique thumb
    7. lateral thumb
J. Hand
    1. PA
    2. lateral
    3. oblique
K. Wrist
    1. PA
    2. oblique 45°
    3. lateral
    4. PA for scaphoid
    5. scaphoid (Stecher)
    6. carpal canal
L. Forearm
    1. AP
    2. lateral
M. Elbow
    1. AP
    2. lateral
    3. external oblique
    4. internal oblique
    5. AP partial flexion
    6. axial trauma (Coyle)
N. Humerus
    1. AP non-trauma
    2. lateral non-trauma
    3. AP neutral trauma
    4. scapular Y trauma
    5. transthoracic lateral trauma
    6. lateral, mid and distal, trauma
O. Shoulder
    1. AP internal and external rotation
    2. inferosuperior axial, non-trauma
    3. posterior oblique (Grashey)
    4. tangential non-trauma
    5. AP neutral trauma
    6. transthoracic lateral trauma
    7. scapular Y trauma
P. Scapula
    1. AP
    2. lateral, anterior oblique
    3. lateral, posterior oblique
Q. Clavicle
    1. AP
    2. AP angle 15-30° cephalad
    3. PA angle 15-30° caudad
R. Acromioclavicular Joints
    1. AP bilateral with and without weights
S. Bone Survey
T. Long Bone Measurement
U. Soft Tissue/Foreign Body

RADR 2205.190
Principles of Radiographic Imaging II
Summer 2025

Instructor: Laura Fendley
Office: 1066
Phone: 903-782-0765
Email: lfendley@parisjc.edu

Meeting Location: Rm 1040, WTC
Meeting Days: Thursdays
Meeting Times: 10:00a–11:00a, 12:00p–4:00p
Office Hours: By appointment

Course Description:
Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production. Radiographic image technique formulation including quality control and assurance. *Credits: 2 SCH*

Required Textbook(s) and Materials:
1. *Principles of Radiographic Imaging An Art and a Science*, 6th edition, 2018 ISBN: 978-1-337-71106-7 Publisher: Delmar Cengage Learning.
2. *Radiologic Science for Technologists Physics, Biology, & Protection*, Bushong, 12th edition, 2021, ISBN: 978-0-323-66134-8

Course Goals and Objectives:
RADR 2205 is designed to prepare the student to enter the health care environment with entry-level work experience. Complete all objectives satisfactorily.

Program-Level Student Learning Outcomes:
Students will be able to perform these outcomes upon completion of the program:
Students will apply proper positioning skills.
Students will select appropriate technical factors for digital imaging.
Students will demonstrate radiation protection.
Students will demonstrate effective oral communication skills with staff, preceptors, and patients.
Students will demonstrate effective written communication skills.
Students will manipulate technical factors for non-routine examinations.
Students will demonstrate positioning for trauma patients.
Students will demonstrate professionalism in clinical situations.
Students will demonstrate exemplary customer service.
Students will evaluate radiographic images effectively.
Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes:
1. Analyze image quality standards.
2. Evaluate images.
3. Identify Characteristics of Image Receptors
4. Define the imaging process
5. Adapt technical variables to changing conditions.
6. Identify image equipment quality control standards
7. Identify image quality assurance.
8. Identify effects of exposure variables
9. Analyze techniques for procedures to minimize patient exposure

Course Requirements and Evaluation:
In order to pass RADR 2205, the student must complete all objectives and achieve a final average grade of **75** or higher:

Exams	50%	Assignments	15%
Quizzes	25%	Final Exam	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam average is below 75.0%, the student will receive the grade of "F" for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination and must be completed by the next scheduled class day.
Missed quizzes cannot be made up and will result in a grade of zero.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades.

No extra credit will be offered.

Course Structure and Organization
- Practical work experience in a variety of healthcare settings
- Group activities
- Computer Assisted Instruction
- Audio-visuals
- Oral and Written assignments
- Critical Thinking or problem solving activities

Late Work:
To encourage timely submission of assignments and maintain a fair and orderly progression of the course, late work will be accepted under the following conditions:

Assignments submitted after the due date but before the beginning of the next class day will incur a 20-point standard deduction from the total graded score. It is important to note that no submissions will be accepted beyond this period. Please plan accordingly to meet assignment deadlines, and contact me in advance if you anticipate any difficulties in submitting your work on time.

Class Attendance:
Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. **The last day for a student to withdraw from a course with a grade of "W" is Wednesday, July 30th.**

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on classroom days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend class/clinicals because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing less than 60 minutes of classroom time during a given day will receive a tardy. Students missing 60 minutes or more will be given an absence. A tardy or absence, such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.

4. Students who are absent will be required to make up the lab/classroom hours if required.
5. Students missing any time after three (3) absences **per course** per semester must, upon return to school, make a request to the Program Coordinator or the Dean of Health Occupations, to discuss absences and meet with the extenuating circumstance committee. The student must provide supporting evidence to validate the necessity of the absence.

Procedure for Reporting an Absence or Tardy
When a student must be late or absent from the classroom, that individual must notify the didactic instructor by telephone (call or text message) before the scheduled course begins. When calling, the student should attempt to contact the instructor, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted regarding the absence, as well as the time. The student should then convey his/her message to the course instructor via telephone (call or text message) with the documented information (name, position, time). Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

Illness Policy
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher).

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, **and**
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Class Conduct:
Please put away all cell phones, pagers, IPods, AirPods, headphones, recording devices, smart watches, cameras, etc. before entering the classroom/laboratory/clinical site. There will be a designated location in the classroom for those students who bring devices to class. Students may access their devices during break times or in case of an emergency. No obscene/vulgar language will be permitted in the classroom/laboratory/clinical site. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Artificial intelligence
(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Academic Honesty
In the pursuit of learning, it is expected that students will engage in 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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Technical Support
For any technical difficulties within the course you may reach tech support at helpdesk@parisjc.edu.

COURSE SCHEDULE

06/02	Orientation – **WELCOME BACK!** Quiz #1 – Mock Exam
06/12	Quiz #2 Adler & Carlton, Chapter 12, 14; Bushong, Chapter 11
06/19	Quiz #3 Adler & Carlton, Chapters 9, 10, 11
06/26	**Exam** Adler & Carlton, Chapters 15, 17
07/03	Adler & Carlton, Chapter 18, 23; Bushong Chapter 16, 17, 18
07/10	Quiz #4 Bushong, Chapter 20, 21, 22; Adler & Carlton, Chapter 31
07/17	**Exam** Independent Study/Assignment
07/24	Quiz #5 Adler & Carlton, Chapters 26, 27, 28, 29 **Last Day to Drop with "W" – July 30th**
07/31	Quiz #6 Adler & Carlton, Chapters 24, 25, 30, 33 Bushong handout
08/07	**Exam**, Final Review
08/14	**Final Exam 9am**

Syllabus is subject to change at any time during the semester without notice. You will be expected to read the assigned content from the chapters before each class. Expect a quiz each week. Missed quizzes result in a ZERO grade. Each exam may be comprehensive.

Paris Junior College Syllabus

Year	2025	Faculty	Laura Fendley
Term	Summer	Office	WTC 1066
Section	190	Phone	903-782-0765
		email	lfendley@parisjc.edu

Course RADR 2267

Title Practicum (or Field Exeperience) - 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, 16 hours Precepted Clinical Experience at facilities, clinical discussion
Week 2-10: 24 hours weekly Precepted Clinical Experience at facilities and 1.5 hour weekly clinical discussion
Week 11-Final Evaluations

Evaluation methods

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

RADR 2267.190
Radiologic Practicum V
Summer 2025

Instructor: Laura Fendley
Office: 1066
Phone: 903-782-0765

Email: lfendley@parisjc.edu

Meeting Location: Rm 1040
Meeting Days: Thursdays
Meeting Times: 8:30a – 10:00a
Clinical Days: Mon, Tues, Wed
Office Hours: By appointment

Course Description:
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Credits: 2 SCH

Required Textbook(s) and Materials:

1. *Introduction to Radiologic Science and Patient Care*, Adler, Carlton, 8th edition, 2023, ISBN: 978-0-323-87220-1
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. *Merrill's Atlas of Radiographic Positioning, & Procedures Volume III*, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN: 978-0-3235-6766-4
5. *The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures*, 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, Mosby-Elsevier, ISBN-13: 978-0-3236-1213-5

Course Goals and Objectives:
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 and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Program-Level Student Learning Outcomes:
Students will be able to perform these outcomes upon completion of the program:
Students will apply proper positioning skills.
Student will select appropriate technical factors for digital imaging.
Students will demonstrate radiation protection.
Students will demonstrate effective oral communication skills with staff, preceptors, and patients.
Students will demonstrate effective written communication skills.
Students will manipulate technical factors for non-routine examinations.
Students will demonstrate positioning for trauma patients.
Students will demonstrate professionalism in clinical situations.
Students will demonstrate exemplary customer service.
Students will evaluate radiographic images effectively.
Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures
2. Regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
3. Demonstrate legal and ethical behavior
4. Student will demonstrate safety practices
5. Interpersonal and teamwork skills
6. Appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
7. Identify and Apply Radiation Safety and Protection in classroom laboratory and clinical facilities for radiographer, healthcare team, patient, and general public.
8. Obtain multiple modality knowledge through observation in specialty rotation.
9. Demonstrate the ability to provide patient care and assessment, competent performance of radiologic imaging and total quality management.

Course Structure and Organization

- Practical work experience in a variety of healthcare settings
- Group activities
- Computer Assisted Instruction
- Audio-visuals
- Oral and Written assignments
- Critical Thinking or problem-solving activities

Course Requirements and Evaluation:

In order to pass RADR 2267, the student must meet the minimum requirements of the designated competencies in each column in order to receive the competency points and the additional points are based on an average of the clinical instructor's evaluation forms and attendance.

1. Course grade will depend on the number of points in each of the following categories:
   Competencies
   Patient Care
   Professionalism
   Knowledge/Skills
   Attendance

Points are based on number of clinical competencies in each column

	Total	Total	Total	= Points
Competencies:	1st Col.	2nd Col.	3rd Col.	
(Totals must	>60	>48	>40	49
meet criteria	>58	>46	>36	39
of all columns.)	= >56	=>44	= >32	29 (min. requirements)
	<56	<44	<32	Fail Semester

Scores based on an average of all clinical instructors' evaluation form:

Patient Care:	20	=	15
(Total scores	16-19	=	13
of section.)	12-15	=	12
	<12	=	0
Professionalism:	25	=	15
(Total scores	20-24	=	13
of section.)	15-19	=	12
	<15	=	0

Knowledge/Skills:	35	=	16
(Total scores	28-34	=	13
of section.)	21-27	=	12
	<21	=	0
Attendance:	0-3 Absences	=	5
	4 Absences	=	4
	5 Absences	=	3

Grading Scale: Depending on number of competencies completed, evaluations, clinical participation, submission of time records, journals, summary logs, and clinical discussions.

The student is responsible for updating digital clinical log and emailing it via Blackboard weekly before clinical discussion begins or competencies will not be accepted for that week. Students are also responsible for verifying competency accuracy in Trajecsys on a weekly basis; competencies not submitted within 7 days will not be accepted. All failed competencies must be submitted each week or 5 points will be taken off the student's final grade. After the 3rd incident, it may be grounds for dismissal.

Must have journal for clinical discussion weekly and verified time records must be submitted by the last clinical day of each week or 5 points will be deducted per incident from the student's final grade.

Journal must have preceptor signature daily, if signature is missing there will be a 2-point deduction from final grade for each occurrence.

During weekly clinical discussions, the student is responsible for bringing the following items: competencies, time record/competency discrepancies/changes, and journals with clinical preceptor's signature. If the student does not have each of the items, including signatures, then two (2) points will be deducted from final grade. The weekly clinical discussion will require the student to verbally discuss procedures that they assisted, observed, and performed during the prior week to their classmates for group discussion.

Weekly time logs **MUST** be verified by the first class-day following clinical. Arrival and departure time for each shift **MUST** be logged, including the lunch break. If time records are not accurately logged the student will receive a clinical absence and be required to make up the clinical hours. Abuse of utilizing time exceptions may be grounds for immediate dismissal.

The student's evaluations will be reviewed. Any problems that may have occurred will be discussed during clinical discussion so that the whole group may benefit from the evaluations. Twice a semester the student and instructor will meet to discuss individual evaluations. There will be a clinical discussion weekly, unless notified by instructor.

Students who have unsatisfactory progress in clinical will be given written notification, put on probation, and a plan for remediation will be completed. Continued unsatisfactory progress after remediation may result in dismissal from program.

Evaluations that do not meet minimum requirements are deemed unsatisfactory progress in the course.

To have satisfactory progress, students must have the following by Midsemester:

Column 1 - ≥56 competencies
Column 2 - ≥44 competencies
Column 3 - ≥32 competencies

Class Attendance:
The last day to withdraw with a "W" is July 30, 2025. Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on clinical days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend clinical because of inclement weather will receive an absence unless official notification by the college has been made that classes are closed.
2. Students missing 59 minutes or less of clinicals during a given day will receive a tardy. Students missing 60 minutes or more will be given an absence. A tardy or absence such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Students who are absent will be required to make up the lab/clinical hours.
5. Students missing any time after three (3) absences **per course** per semester must, upon return to school, make a request to the Program Coordinator or the Dean of Health Occupations, to discuss absences and meet with the extenuating circumstance committee. The student must provide supporting evidence to validate the necessity of the absence.

Daily attendance is critical for the successful completion of this course. All practicum work experience will be made up at the convenience of the facility and the instructor. Withdrawal requests must be initiated by the student. Failure to complete all practicum objectives will result in a grade of "F" in the course.

Procedure for Reporting an Absence or Tardy
When a student must be tardy or absent from the clinical site, that individual must notify the clinical instructor by telephone (phone call ONLY; text messages are NOT acceptable). If the assignment is in a hospital or clinic, the agency must be notified as soon as possible, always before the schedule shift begins.
When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student must obtain the name and position of the person contacted about the absence, as well as the time. The student should then convey his/her message to the clinical coordinator via by telephone (call or text message) with the documented information (name, position, time).

Failure to comply with the requirements may result in automatic probation. Abuse of these rules (ex: 'no call, no show') may result in immediate dismissal from the program.

Clinical/Class Conduct:
Please put away all cell phones, pagers, iPods, headphones, recording devices, smart watches, cameras, laptops and/or other electronic devices before entering the classroom/laboratory/clinical site. There will be a designated location in the classroom for students who bring devices to class. Students may access their devices during break times or in case of an emergency (instructor notification required). Cell phones, laptops, iPads, and/or other recording or smart devices are not allowed in the clinical areas at any time. Students needing to check devices or make phone calls must do so at designated break times. The student must notify the Clinical Instructor and leave the department to check cell phones and/or smart devices. No obscene/vulgar language will be permitted in the classroom/laboratory/clinical site. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Illness Policy:
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in 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, quizzes, assignments, competencies, time logs, 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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:

Basic Needs Survey

Mental health conditions are common and treatable. Suicide is preventable.

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

Technical Support
For any technical difficulties within the course you may reach tech support at helpdesk@parisjc.edu.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	190

Faculty	Carla Emery
Office	WTC 1064
Phone	903-782-0734
email	cemery@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, 8th edition, 2023, Saunders-Elsevier, ISBN: 978-0-323-87220-1
2. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume I, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13:978-0-323-83280-9
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume II, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13: 978-0-323-83281-6
4. The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures, Frank, Long, Smith, 15th edition, 2023, ISBN: 978-0-323-83284-7
5. Merrill's Pocket Guide to Radiography, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13: 978-0-323-83283-0

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

Evaluation methods

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

RADR 2301.190
Intermediate Radiographic Procedures
Summer 2025

Instructor: Carla Emery
Office: 1064
Phone: 903-782-0743
Email: cemery@parisjc.edu

Meeting Location: RM 1018, WTC
Meeting Days: Tuesday
Meeting Times: 9:00 AM- 6:40PM
Office Hours: By Appointment

Course Description:

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

Credits: 3 SCH

Prerequisite(s): RADR 1311/1411

Required Textbook(s) and Materials:

1. Introduction to Radiologic Science and Patient Care, Adler, Carlton, 8th edition, 2023, Saunders-Elsevier, ISBN: 978-0-323-87220-1
2. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume I, Frank, Long, Smith,15th edition, 2023, Mosby-Elsevier, ISBN-13:978-0-323-83280-9
3. Merrill's Atlas of Radiographic Positions & Radiologic Procedures Volume II, Frank, Long, Smith, 14th edition, 2018, Mosby-Elsevier, ISBN-13: 978-0-323-83281-6
4. The Workbook - Merrill's Atlas of Radiographic Positioning, & Procedures, Frank, Long, Smith, 15th edition, 2023, ISBN: 978-0-323-83284-7
5. Merrill's Pocket Guide to Radiography, Frank, Long, Smith, 15th edition, 2023, Mosby-Elsevier, ISBN-13: 978-0-323-83283-0

Course Goals and Objectives

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 and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RADR 2301 is designed to prepare the student to enter the health care environment with entry-level work experience. Students will manipulate equipment; perform intermediate level procedures in positioning; align anatomic structures and equipment; and evaluate images.

Paris Junior College
Radiology Technology Program
RADR 2301 Summer 2025
COURSE SCHEDULE

06/03	Orientation & Ch 11 Lecture (Skull pg. 3)
06/10	Outline Ch. 11 & Exam Review
06/17	**Exam 1** ***Workbook Ch 11-Skull section due*
06/24	In-Class Project
07/01	Ch 11 Lecture (Facial Bones pg.18, Nasal Bones pg. 18, Zygomatic Arches pg. 19) *Procedures Assignment*
07/08	Ch 11 Lecture (Mandible pg. 20, TMJ's) **Pathology paper due*
07/15	**Exam 2** ***Workbook Ch 11-Facial Bones section due*
07/22	Ch 11 Lecture (Sinuses pg. 22)
07/29	**Exam 3** ***Workbook Ch 11-Sinuses section due*
08/05	Review Final Exam
08/12	**FINAL EXAM 9:00am**

Assignments in Workbook (Due at beginning of class)

Workbook, Ch. 11 (Skull) Due 6/17
Workbook, Ch. 11 (Facial Bones) Due 7/15
Workbook, Ch. 11 (Paranasal Sinuses) Due 7/29

***Quiz every class lecture day.**

Course Requirements and Evaluation:
Complete all objectives satisfactorily. Workbook assignments completion.

Grading Criteria
In order to pass RADR 2301, the student must achieve a final average grade of **74.5** or higher and complete all objectives:

Exams	60%
Quizzes (includes workbook)	20%
Assignments	10%
Final Exam	10%

The weighted average of the exams (unit and final) MUST be 75.0% or greater before ANY other course grades are averaged to compose the final grade. If the weighted exam

average is below 75.0%, the student will receive the grade of "D", or lower for the course regardless of any other grade(s).

If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be an alternate examination. Missed quizzes cannot be made up and will result in a grade of zero.

Late Work:
To encourage timely submission of assignments and maintain a fair and orderly progression of the course, late work will be accepted under the following conditions:

Assignments submitted after the due date but before the beginning of the next class day will incur a 20-point deduction from the total graded score. It is important to note that no submissions will be accepted beyond this period. Please plan accordingly to meet assignment deadlines, and contact me in advance if you anticipate any difficulties in submitting your work on time.

Students who have unsatisfactory progress in classroom will be given written notification and a plan for remediation will be completed. A plan will be recommended to improve future grades.

No extra credit will be offered.

Course Policies:
See Radiology Technology Program Handbook.

Class Attendance:
Class attendance is critical for the successful completion of this course. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "***W" is Wednesday, July 30th.***

Radiology Technology students will follow the absence and tardy policies of Paris Junior College as discussed in the school catalog, with the following modifications because of the nature of radiology technology:

1. During inclement weather on class days, the student must make his/her own decision regarding safety for travel to school. A student who decides not to attend class because of inclement weather will receive an absence unless official notification by the college has been made that school is closed.
2. Students missing 60 minutes or **less** of class during a given day will receive a **tardy**. Students missing **more** than 60 minutes will be given an **absence**. A tardy or absence such as arriving late or leaving early may occur at any point during the day.
3. Three (3) tardies = one (1) absence.
4. Students who are absent will be required to make up the class hours, if required.
5. Students missing any time after three (3) absences **per course** per semester must, upon return to school, make a request to the Program Coordinator or the Dean of Health Occupations, to discuss absences and meet with the extenuating circumstance

committee. The student must provide supporting evidence to validate the necessity of the absence.

Procedure for Reporting an Absence or Tardy

When a student must be late or absent from the classroom, that individual must notify the instructor/college by telephone.

When calling, the student should attempt to contact the person in charge, but if this person is unavailable, speak to the next person in line of authority. The student should then convey his/her message be relayed to the instructor when he/she arrives. The student must obtain the name and position of the person contacted about the absence.

Failure to comply with the requirements may result in automatic probation. Abuse of these rules may result in a termination from the program.

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

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Artificial intelligence (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Technical Support:

If you need help with a course, contact the Help Desk at 903.782.0496 or email helpdesk@parisjc.edu.

ADA Statement
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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Program-Level Student Learning Outcomes:
Students will be able to perform these outcomes upon completion of the program:

Students will apply proper positioning skills.
Student will select appropriate technical factors for digital imaging.
Students will demonstrate radiation protection.
Students will demonstrate effective oral communication skills with staff, preceptors, and patients.
Students will demonstrate effective written communication skills.
Students will manipulate technical factors for non-routine examinations.
Students will demonstrate positioning for trauma patients.
Students will demonstrate professionalism in clinical situations.
Students will demonstrate exemplary customer service.
Students will evaluate radiographic images effectively.
Students will demonstrate critical thinking in trauma situations.

Course-Level Student Learning Outcomes for RADR 2301:

1. Perform basic level and trauma procedures and positioning
2. Align anatomic structures and equipment
3. Evaluate images.
4. Define Pathology diseases.
5. Identify and Apply Radiation Safety and Protection in classroom laboratory and for radiographer, healthcare team, patient, and general public.
6. Identify supplies necessary for basic and trauma procedures.
7. Perform patient education.

Course Structure and Organization

Practical work experience in a variety of healthcare settings
Group activities
Computer Assisted Instruction
Audio-visuals
Oral and Written assignments
Critical Thinking or problem-solving activities

Syllabus Subject to Change

Syllabus is subject to change at any time without notice. If there is a syllabus change, students will be notified in Announcements in Blackboard.

RADR 2301
RADIOGRAPHIC PROCEDURES

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
Upon completion of the required learning activities, the student should be able to:		REQUIRED TEXT READINGS:
1. Simulate radiographic/ fluoroscopic procedures on a person or phantom in laboratory setting.	I. Positioning Considerations for Routine Radiographic Procedures A. Patient Instructions B. Patient Positioning C. Part Placement D. Image Receptor Selection and Placement E. Beam Alignment and Angulation F. Beam Limitation	We will do this each week as you learn new exams. Reference Books: Adler & Carlton Merrill's Vol. 1
2. Identify methods and barriers of communication and describe how each may be utilized or overcome effectively during patient education. 3. Explain radiographic procedures to patient/family members. 4. Modify directions to patients with various communication problems. 5. Apply general radiation safety and protection practices associated with radiologic examinations.	II. Patient Education A. Communication 1. Types 2. Barriers a. Methods for Overcoming Barriers B. Clinical Situations C. Common Radiation Safety Issues and Concerns	We will do this each week as you learn new exams. Reference Books: Adler & Carlton Merrill's Vol. 1

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
6. Cite the structures demonstrated on routine radiographic/fluoroscopic procedures. 7. Simulate radiographic/ fluoroscopic procedures on a person or phantom in laboratory setting. 8. Describe standard positioning terms.	III. Positioning for the following Studies Unit I A Skull – Standard Terminology for Positioning and Projections 1. Skull A. Skull Anatomy B. Skull lines 1. Glabellomeatal line 2. Interpupillary line 3. Orbitomeatal line 4. Infraorbitomeatal line 5. Acanthiomeatal line 6. Mentomeatal line C. Skull landmarks 1. Auricular point 2. Gonion (angle) 3. Mental point 4. Acanthion 5. Nasion 6. Glabella 7. Inner canthus 8. Outer canthus 9. Infraorbital margin 10. Occlusal plane 11. External auditory meatus 12. Mastoid tip	Merrill's Chapter 11, Vol 2 Reference Book Pocket Guide Merrill's Chapter 11, Vol 2 Reference Book Pocket Guide

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
	D. Procedures 1. Cranium – Skull 2. Orbits/Optic Formania a. Anatomy/Procedures 3. Eye a. Anatomy/Procedures Unit II	Merrill's Chapter 11, Vol 2 Reference Book Pocket Guide
9. Cite the structures demonstrated on routine radiographic/fluoroscopic procedures. 10. Simulate radiographic/ fluoroscopic procedures on a person or phantom in laboratory setting.	B. Facial 1. Facial Bones a. Anatomy/Procedures 2. Nasal Bones a. Anatomy/Procedures 3. Zygomatic Arches a. Anatomy/Procedures 4. Mandible a. Anatomy/Procedures 5. Temporomandibular Articulations a. Anatomy/Procedures Unit III C. Paranasal Sinus 1. Sinuses 2. Anatomy 3. Procedures	Merrill's Chapter 11, Vol 2 Merrill's Chapter 11, Vol 2

RADIOGRAPHIC PATHOLOGY

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
Upon completion of the required learning activities, the student should be able to:		Required Text Readings:
1. Define basic terms related to pathology.	I. Definitions/Terminology A. Pathology B. Disease 1. Acute 2. Chronic C. Pathogenesis	Comprehensive Radiographic Pathology Merrill's Vol. 1-3 Merrill's Workbook Merrill's Pocket Guide
3. Discuss the classifications of trauma.	D. Etiology 1. Trauma 2. Syndrome E. Diagnosis 1. Signs (objective) 2. Symptoms (subjective) F. Prognosis G. Purpose of study	
2. Describe the basic manifestations of pathological conditions and their relevance to radiologic procedures.	H. Manifestations of pathology I. Relevance to radiographic procedures 1. Technical considerations 2. Patient considerations	
4. Describe examples, sites, complications and prognosis for classifications of trauma.	II. Classifications (Definition, Examples, Sites, Complications, Prognosis) A. Mechanical B. Chemical C. Thermal D. Radiation	
5. Describe radiologic procedures used in the diagnosis of trauma.	III. Trauma Diagnosis A. Radiologic procedures	
6. List the causes of tissue disruption.	IV. Causes of Disease (Process, Examples)	Handouts Merrill's Vol. 1-3

BEHAVIORAL OBJECTIVES	CONTENT	LEARNING OPPORTUNITIES
7. Describe the process of tissue disruption. 8. Describe the healing process. 9. Identify complications connected with the repair and replacement of tissue. 10. Identify diseases caused by or contributed to by genetic factors. 11. List and define the systemic classifications of disease. 12. Describe the various systemic classifications of disease in terms of etiology, types, common sites, complications and prognosis. 13. Describe the radiographic appearance of selected diseases. 14. Identify radiologic procedures and interventional techniques appropriate for disease common to each body system.	A. Pathological B. Traumatic C. Surgical D. Healing process E. Complications V. Radiologic Pathology (Definitions, Etiology, Examples, Sites, Complications, Prognosis, Radiographic Appearance, Procedural and Technique Considerations) A. Respiratory B. Skeletal and Articular C. Muscular D. Digestive	Merrill's Workbook Merrill's Pocket Guide

Paris Junior College Syllabus

Year	2025
Term	Summer
Section	190

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

Course	RADR 2205
Title	Principles of Radiographic Imaging II

Description

Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production. Radiographic image technique formulation including quality control and assurance.

Textbooks

1. Radiologic Science for Technologists Physics, Biology, & Protection, Bushong, 12th edition, 2021, ISBN: 978-0-323-66134-8
2. Principles of Radiographic Imaging, Adler & Carlton, 6th edition, 2018, ISBN: 978-1-337-71106-7

Student Learning Outcomes (SLO)

After completion of the course, the graduate will be able to:
1. Analyze image quality standards.
2. Evaluate images.
3. Identify Characteristics of Image Receptors
4. Define the imaging process
5. Adapt technical variables to changing conditions.
6. Identify image equipment quality control standards
7. Identify image quality assurance.
8. Identify effects of exposure variables
9. Analyze techniques for procedures to minimize patient exposure

Schedule

Week 1-Orientation, Minimizing Patient Dose, Prime Factors, Imaging Quality Standards
Week 2 - Radiation Protection Concepts and Equipment
Week 3 - Beam Restriction, Patient as Emitter, Pathology
Week 4 - Exam, Grids
Week 5 - Digital Radiography - Technical Considerations
Week 6 - Digital Radiography Processing, CR, DR
Week 7 - Exam, PACS, Imaging Process
Week 8 - Exposure, Characteristics of Image Receptors & Exposure
Week 9 - Image Processing, Critque, & Analysis
Week 10 - Exam, Final Exam Review
Week 11 - Final Exam

Evaluation methods

Exams 50%
Quizzes 25%
Assignments 15%
Final Exam 10%

Paris Junior College Syllabus

Year	2024-25
Term	Summer
Section	190

Faculty	Kelly Merritt
Office	1032
Phone	903-782-0766
email	kmerritt@parisjc.edu

Course	RNSG 2138
Title	Professional Nursing Concepts IV

Description

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

Textbooks

Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource.
Hinkle, J.L., Cheever, K.H., & Overbaugh, K. J. (2022). Lippincott Course Point + Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing. LWW. Nursing Central (n.d.). Nursing central clinical and drug resource. Nursing Central. Digital Resource.
Open Educational Resources. (n.d.). APA Guide. http://oercommons.org/courses/apa-style-guide
Purdue Owl (n.d.). How to format a paper in APA 7th edition. https://www.oercommons.org/courseware/lesson/83395/student/?section=1
Ricci, S.S., Kyle, T., & Carmen, S. (2021). Lippincott Course Point + Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing. LWW.Texas Board of Nursing: (2021) Texas nursing practice act and nursing peer review act. Retrieved from https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.

Student Learning Outcomes (SLO)

Integrate the attributes and roles of the professional nurse into practice.
Utilize clinical reasoning and evidence-based practice outcomes as the basis for decision-making and comprehensive, safe patient-centered care.
Integrate principles of quality improvement and safety into nursing practice.
Justify decisions based on legal-ethical parameters for professional nursing practice.
Demonstrate professional comportment.

Schedule	Week 1 Profesional Nursing: Texas Board of Nursing Rules and Regulations, Licensure Requirements, Interview Skills, Resume Writing Week 2-11 NCLEX Prep
Evaluation methods	ATI Capstone Content 30% Resume and cover letter 30% Submit application to BON and Pay fees for NCLEX testing 10% Apply for Graduation 10% Career Exploaration 10% Register for Pearson Vue 10%

Paris Junior College Syllabus

Year	2024-2025
Term	Fall
Section	100

Faculty	Deborah Elmore MSN, RN
Office	WTC 1034
Phone	903-782-0756
email	delmore@parisjc.edu

Course	RNSG 2260
Title	Clinical- Registered Nursing/registered Nurse

Description	A health-related work-based learning experience enabling the student to apply specialized occupational theory, skills, and concepts.
Textbooks	ATI Testing and textbook package Lippincott Course Point + Enhanced for Brunner & Suddarth's Textbook of Medical Surgical Nursing. LWW. Lippincott Course Point + Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing.
Student Learning Outcomes (SLO)	1.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. (BON DECS I: A; II: E; III: A, C, E)
Schedule	Week 1 Capstone Hospital Clinical Week 2 Capstone Hospital Clinical Week 3 Capstone Hospital Clinical Week 4 Capstone Hospital Clinical Week 5 Capstone Hospital Clinical Week 6 Capstone Hospital Clinical Week 7 Capstone Hospital Clinical Week 8 Capstone Hospital Clinical Week 9 Capstone Hospital Clinical Week 10 Capstone Hospital Clinical Week 11 Capstone Hospital Clinical

Evaluation methods	Capstone Preceptor Evals, Student Reflections, Clinical Evaluation

Paris Junior College Syllabus

Year	2025-2026
Term	Summer
Section	190

Faculty	Randa Parris
Office	WTC 1030
Phone	903.782.0733
email	rparris@parisjc.edu

Course	RNSG 2539
Title	Associate Degree Nursing Program Health Care Concepts IV

Description

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. This course lends itself to a concept-based approach.

Textbooks

Required Summer 2025:
Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource.
Hinkle, J.L., Cheever, K.H., & Overbaugh, K. J. (2022). Lippincott Course Point + Enhanced

Student Learning Outcomes (SLO)

1. Utilize a systematic process to analyze selected advanced health care concepts for patients across the lifespan.
2. Critique nursing management for selected advanced health care concepts.
3. Relate the learned concepts to a variety of health care situations.

Schedule

Week 1-Maternal/Newborn concepts, Week 2- Mental Health concepts, Week 3- Exam 1 and Perfusion concepts, Week 4-Metabollic concepts, Week 5- Exam 2, Week 6- Immunity & Transmission, Emergency Management concepts, Week 7- Gas Exchange concepts, Week 8 -Exam 3, Hematology concepts, Week 10-Exam 4.

Evaluation methods	Direct observation, active learning assignments in class, and simulation lab.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	430

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

Course	CHEM 2423
Title	Organic Chemistry I

Description

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereoche5istry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will

Textbooks

Smith: Organic Chemistry 7e edition.
McGraw Hill ALEKS 360
ISBN: 9781266666650
Note that reliable internet is required. A scientific calculator is mandatory for all proctored exams.

Student Learning Outcomes (SLO)

Required Core Objectives:
Student Learning Outcomes (Core Curriculum-Level)
1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Schedule

Course Schedules:
Lecture Schedule: See Course Calendar available on Blackboard (Chapters 1-11) Tentative.
Chapter 1: Structure and Bonding
Chapter 2: Acids and Bases
Chapter 3: Introduction to Organic Molecules and Functional Groups
Chapter 4: Alkanes
Chapter 5: Stereochemistry
Chapter 6: Understanding Organic Reactions
Chapter 7: Alkyl Halides and Nucleophilic Substitution
Chapter 8: Alkyl Halides and Elimination Reactions
Chapter 9: Alcohols, Ethers, and Related Compounds
Chapter 10: Alkenes and Addition Reactions
Chapter 11: Alkynes and Synthesis
Labs to tentatively be performed (Other labs may be substituted at the instructor's discretion):
Lab 1 – Lab Safety, Lab Notebook, Lab Reports
Lab 2 – Molecular Models
Lab 3 – Melting Point Determination/ Boiling Point Determination

Evaluation methods	Course Requirements and Evaluation: Grading scale:100 to 89.5--A 89.49 to 79.5--B 79.49 to 69.5--C 69.49 to 59.5--D Below 59.5--F Weighted totals: ALEKS Online Homework (25%) Lab Assignments (25%) 4 Major Tests and Final (50%)

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
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

Good news: your textbook for this class is available for free online! If you prefer, you can also get a print version at a very low cost. Your book is available in web view, PDF for free, or app for your phone. You can also choose to purchase a printed copy at the bookstore. You can use whichever format you want. Web view has a responsive design that works seamlessly on any device.

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

Lecture Schedule:
Chapter 1: Essential Ideas
Chapter 2: Atoms, Molecules, and Ions
Chapter 3: Composition of Substances and Solutions
Chapter 4: Stoichiometry of Chemical Reactions
Chapter 5: Thermochemistry
Chapter 6: Electronic Structure and Periodic Properties of Elements
Chapter 7: Chemical Bonding and Molecular Geometry
Chapter 8: Advanced Theories of Covalent Bonding
Chapter 9: Gases

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Lab Schedule:
Getting Started, Laboratory Safety, and Lab Kit Inventory, Laboratory Techniques and Measurements, Separation of a Mixture of Solids, Atoms, Isotopes, and Atomic Mass, Introduction to the Periodic Table, Introduction to Chemical Compounds, Naming Ionic and Molecular Compounds, The Mole: Conversions, Mass Determination, and Hydrates Lab, Solutions/Dilutions

Evaluation methods

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

Weighted:

ALEKS Online Homework	20%
Lab Assignments	20%
Scientific Inquiry Project	5%
Test 1, 2, 3, and 4	20% (5% each)(on Blackboard)
Midterm Exam	17.5% (at Testing Center)
Final Exam	17.5% (at Testing Center)

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	290

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

Course	CHEM 1412
Title	General Chemistry II

Description

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in the course, including introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

Textbooks

Good news: your textbook for this class is available for free online! If you prefer, you can also get a print version at a very low cost. Your book is available in web view, PDF for free, or app for your phone. You can also choose to purchase a printed copy at the bookstore. You can use whichever format you want. Web view has a responsive design that works seamlessly on any device.

Student Learning Outcomes (SLO)

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

Schedule

Course Schedules:
Lecture Schedule: See Course Calendar available on Blackboard Tentative.
Chapter 10 Liquids and Solids
Chapter 11 Solutions and Colloids
Chapter 12 Kinetics
Chapter 13 Fundamental Equilibrium Concepts
Chapter 14 Acid-Base Equilibria
Chapter 15 Equilibria of Other Reaction Classes
Chapter 16 Thermodynamics
Chapter 20 Organic Chemistry
Chapter 17 Electrochemistry
Chapter 21 Nuclear Chemistry

Week	Week of	Topics
1	June 9	Syllabus Essentials, Course Introduction, Objectives, Chapter 10 Liquids and Solids
2	June 9	Chapter 11 Solutions and Colloids

Evaluation methods	Grading scale: 100-90 = A 80-89 = B 79-70 = C 69-60 = D <59 = F Weighted totals: ALEKS Online Homework 20% Lab Assignments and Scientific Inquiry (x2) 20% Scientific Inquiry/Metric System Quiz 5% Test 1, 2, 3, and 4 20% (5% each)(on Blackboard) Midterm Exam 17.5% Final Exam 17.5%

Paris Junior College Syllabus

Year	2025	Faculty	Sarah Latham-Staton
Term	Summer I	Office	Online/Email
Section	200	Phone	(903) 473-4580
		email	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. Throughou this course will provide opportunities for the student to expand their ability to think critically through a range o 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, confli symbolic interaction) exhibited through weekly assignments and course exams. 2. Demonstrate an understanding and application of sociological theories to discussion topics measured by wri 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 (10 pts) •Introductory Assignment (20 pts) 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 parti exercises. There will be one cumulative exam worth 100 points. The exam will consist of multiple-choice questions cove from the assigned readings and class discussions. Chapter assignments will be worth a total of 200 points. Cou roughly two chapters per week and assignments will be completed online. Chapter discussions will be worth a points. The writing assignment will be worth 100 points. Student grade will be calculated by percentage in Bla

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SOCI 1301.205
Introduction to Sociology
Summer II 2025

Instructor:	Sarah Latham-Staton	**Meeting Days:**	July 14 – Aug. 13
Office:	Online	**Meeting Times:**	Online
Phone:	(903) 473-4580	**Meeting Location:**	Online
Email:	slatham@parisjc.edu sarah.latham@ag.tamu.edu	**Office Hours:**	via email

Course Description:
This course is designed as an introduction to the science of sociology. Emphasis is given to the foundations of sociology, the foundations of social life, social inequality, and social change.

Required Textbook(s) and Materials:
Society: The Basics, John J. Macionis, 15th Edition; ISBN 9780134711409
(Older editions will also work.)

Course Goals and Objectives:
The objective of this course is to provide a basic understanding of sociology concepts and theories. Throughout the semester this course will provide opportunities for the student to expand their ability to think critically through a range of class interactions and assignments.

1. Demonstrate a basic understanding of the three major sociological concepts (structural functionalism, conflict, and symbolic interaction) exhibited through section assignments and course exam(s).
2. Demonstrate an understanding of how society influences individual beliefs and actions as well as how individuals can influence society.
3. Demonstrate an understanding and application of sociological theories to discussion topics measured by writing assignments.
4. Demonstrate the ability to think critically as measured by section writing assignments and topic exam(s).

Students are expected to consider each of these objectives, goals, and expectations when contributing to class discussions and in completing their written work. The understanding and application of the assigned readings and online discussion is a necessary part in earning a top grade in this course.

Course Schedule:
See Tentative Course Schedule on last page.

Course Requirements and Evaluation:

Section Assignments	200	*450 – 500 = A*
Section Discussions	100	*400 – 449 = B*
Writing Assignment	100	*350 – 399 = C*
Final Exam	100	*300 – 349 = D*
		Below 299 = F

Students are expected to read the assigned chapters and supplemental material in the above-listed text and participate in class exercises. Section assignments will be worth a total of 200 points. Course is fast paced, coving roughly two sections per week; all assignments will be completed online. Section discussions posts are worth a total of 100 points. The writing 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 Grade Center.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is August 6, 2025.

Class Conduct:
No obscene/vulgar language will be permitted in the class discussions. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty
In the pursuit of learning, it is expected that students will engage in 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.*

Artificial intelligence
(AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be included in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy
Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Tentative Course Schedule:

Section 1: July 14, 2025
- Introduction Discussion (10 pts)
- Chapter Assignment (20 pts)
- Sociology Overview

Section 2: July 14, 2025
- Introduction to Influential Sociologists
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 3: July 16, 2025
- Chapter 1: Perspective, Theory, & Method
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 4: July 21, 2025
- Chapter 2: Culture
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 5: July 23, 2025
- Chapter 4: Social Interaction
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 6: July 28, 2025
- Chapter 7: Deviance
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 7: July 30, 2025
- Chapter 14: Education, Health, & Medicine
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 8: August 4, 2025
- Chapter 6: Sexuality & Society
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)
- Writing Assignment (100 pts)

Section 9: August 6, 2025
- Chapter 11: Race & Ethnicity
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 10: August 11, 2025
- Chapter 13: Family & Religion
- Chapter Assignment (20 pts)
- Chapter Discussion (10 pts)

Section 11: August 13, 2025
- Final Exam (100 pts)

** Dates and assignments may be subject to change. **

Paris Junior College Syllabus

Year	2025	Faculty	Sarah Latham-Staton
Term	Summer II	Office	Online/Email
Section	205	Phone	(903) 473-4580
		email	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. Throughou this course will provide opportunities for the student to expand their ability to think critically through a range o 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, confli symbolic interaction) exhibited through weekly assignments and course exams. 2. Demonstrate an understanding and application of sociological theories to discussion topics measured by wri 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 (10 pts) •Introductory Assignment (20 pts) 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 parti exercises. There will be one cumulative exam worth 100 points. The exam will consist of multiple-choice questions cove from the assigned readings and class discussions. Chapter assignments will be worth a total of 200 points. Cou roughly two chapters per week and assignments will be completed online. Chapter discussions will be worth a points. The writing assignment will be worth 100 points. Student grade will be calculated by percentage in Bla

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SPCH 1315 260

Fundamentals of Public Speaking
Summer1 2025

Instructor: Alex Peevy

Office: AD125B (Paris)
Phone: 903-782-0321
Email: apeevy@parisjc.edu
Zoom meetings may be scheduled upon request

Course 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 the ability to effectively evaluate oral presentations. C*redits:3 SCH = 3 lecture Hours. TSI Requirement: 351 R, 340 W.* Prerequisite(s): None

Required Textbook(s) and Materials: This course uses a free open-source e-textbook included in the course in PDF format. Students are required to have 3x5 index cards for presentations–other study materials as assigned. Details about information technology requirements will be provided in Blackboard.

Audience Requirements: Public speaking requires a live audience. Audience requirements in this course are non-negotiable. Any Performance Exam submission that does not meet these requirements will not be graded. Depending on the assignment, students may either be required or given the option to meet one of the audience requirements below. (Requirements will be discussed during the course)

Video Conference (Zoom): Students will present live during a scheduled Zoom session.

- **One adult audience member** (age 15 or older) must be physically present in the same room during the presentation.
- Classmates attending the Zoom session will serve as additional audience members.
- More details will be provided.

Pre-recorded Video (YouTube): Students record their presentations, upload them to YouTube, and submit them for review. **Four adult audience members** (age 15 or older) must be physically present in the same room during the recording.
More details will be provided.

Course Goals and Objectives: Core Corse Competencies

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 1315 Course-Level):
Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.

5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive)

Course Requirements and Evaluation: Students will complete five Performance Exams, with Exam 5 serving as the Final Exam, along with a critical analysis assignment and five unit tests.

Grade Evaluation:

Performance Exams		**Additional Coursework**			%
Speech of Introduction	5%	Tests	25%	90%-100%=	A
Group Discussion	10%	**Total**	**25%**	80%-89%=	B
Speech to Entertain	15%			70%-79%=	C
Informative Speech	20%			60%-69%=	D
Persuasive Speech (Final)	25%			0%-59%=	F
Total	**75%**				

Course Policies:

- Testing will not be reopened for failure to complete by the due date/time.
- Internet access and/or software issues will not be considered for late submissions or missed testing.
- Performance Exams may receive an extension at the instructor's discretion.
    - Late submissions will receive a grade reduction.
- *Exceptions to late submission policies may be made in unavoidable emergency circumstances. Students should contact their instructor immediately if such an emergency occurs. Concessions will require legitimate documentation and will be credited at the instructor's discretion.*

Class Attendance: Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student. The last day for a student to withdraw from a course with a grade of "W" is July 2nd.

Class Conduct: Students will respectfully conduct themselves at all times. Any communication between other students will be presented in a supportive nature conducive to a constructive learning environment. Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

Academic Honesty:
In the pursuit of learning, it is expected that students will engage in honest academic endeavors to the highest degree of honor and integrity. Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the 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. In accordance with the institution's Academic Honesty policy, each student commits to being the sole author of all assignments submitted in this course. Unless otherwise directed by the instructor, each student is not to collude with AI (such as ChatGPT) to produce any work to be submitted in the course outside of simple spelling and/or grammar checking. Additionally, each assignment submitted in this course will be subject to AI detection tools to validate student authorship.

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 & Counseling Center to obtain a Request for Accommodations form. For more information, please refer to the Paris Junior College Catalog or Student Handbook.

Illness Policy: Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher) You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

Course Schedule:

The instructor reserves the right to change the course schedule if deemed necessary. Students will be given advanced notice of alterations to the schedule. All updates will be reflected in the Blackboard Calendar tool.

Week	Content Due	Date Due	Module	Topic
1	First Assignment	*6/5*	*Module 1*	*Introduction*
			Module 1	*Speaking With Confidence*
2	*Unit 1 Test*	*6/9*	*Module 2*	*Listening Effectively*
	Performance Exam 1	*6/12*	*Module 2*	*Audience Analysis*
3	*Unit 2 Test*	*6/16*	*Module 2*	*Ethics*
	Performance Exam 2	*6/16*	*Module 3*	*Organizing and Outlining*
	Unit 3 Test	*6/16*	*Module 3*	*Delivering Your Presentation*
	Performance Exam 3	*6/16*	*Module 3*	*Special Occasion Speaking*
4	*Unit 4 Test*	*6/23*	*Module 4*	*Introductions and Conclusions*
	Performance Exam 4	*6/23*	*Module 4*	*Informative Speaking/Supporting ideas*
5	*Unit 5 Test*	*6/30*	*Module 5*	*Supporting your ideas*
	Performance Exam 5	*6/30*	*Module 5*	*Persuasive Speaking*
6				

SRGT 1405 100
Introduction to Surgical Technology
Summer 2025 Long Term

Instructor(s): Daisy Henson, CST, AAS
Office: WTC #1048
Phone: (903) 782-0734 or (903) 782-0729
Email: dhenson@parisjc.edu
Office Hours: Before/After Class; By Appointment

Meeting Location: WTC #1055 or TBA
Meeting Days: Tuesday and Thursday
Meeting Times: 9:00am–12:00pm

Course Description:
SRGT 1405 will provide: Orientation to surgical healthcare professions, surgical technology theory and practice, surgical pharmacology and anesthesia, technological sciences of healthcare, and patient care concepts.

Course Credit: SRGT1405 (4.3.2): 4 SCH = 3 lecture and 2 laboratory hours per week
TSI Requirements: College-level *Math*, *Reading*, *Writing* assessment complete, or *exempt*
Prerequisite(s): Program admission via application process and completion of minimum pre-requisite course-work (10-SH of supporting foundation courses, including a 4-SH A&P course) with a "C" or better.
Corequisite(s): This course requires concurrent enrollment in SRGT 1409, and both courses must be passed with a "C" (75%) or better within the same semester **(SRGT courses C=75-80%).**

Course Relevance to Professional Outcome:
This course and related content constitutes a portion of the accredited core-curriculum related to the Surgical Technology profession approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is offered in conjunction with additional program content. Successful completion of program content intends to convey eligibility to pursue professional credential via national board examination*; however, in accordance to HB1508 of the State of Texas, be advised that personal criminal records could prevent state licensure or limit future employment opportunities. If you have questions regarding background information, please speak with a faculty member or department chair. You have the right to request a criminal history evaluation letter from the licensing agency when applicable.

*Licensure or credentialing examination results will vary by individual and may determine professional outcome.

Required Textbook(s) and Materials:
Surgical Technology for the Surgical Technologist A Positive Care Approach 2024, 6th ed. Caruthers, Delmar Publishing.
Study Guide for Surgical Technology for the Surgical Technologist 2024. Junge, Delmar Publishing. (**Note:** Electronic Access Code and E-book bundle, **ISBN 9780357625804**); Printed Hardback Option, ISBN: 9780357625736 at additional cost.
Scan-Tron Testing Forms: **ParSCORE** red (or TBA)

Recommended Textbook(s) and Materials:
Surgical Instrumentation: An Interactive Approach, Nemitz, 4th ed. Elsevier Publishing. ISBN:978-0-323-77693-6
Medical Dictionary: **Either,** *Mosby's Medical, Nursing, & Allied Health Dictionary*, **or** *Taber's Cyclopedic Medical Dictionary (any recent edition).*

Course Goals and Objectives:
Given textbook, classroom discussion, appropriate handouts, and laboratory practicum, the student will have accomplished the following course outcomes:

1. Explain the physical, interpersonal, and ethical aspects of the operating room environment.
2. Relate basic concepts of surgical pharmacology and anesthesia to surgical intervention.
3. Identify and demonstrate patient-care concepts including the physical and psychosocial needs of the client.
4. Identify and describe terminology and theories associated with the surgical environment.
5. Distinguish varied job roles of surgical personnel and their responsibilities including professional, legal and ethical aspects.
6. Identify and demonstrate an understanding of different types of health care facilities.

Course Schedule:
(see below)

IT Support: techsupport@parisjc.edu (DragonMail, Dragon Alerts, On-Line Courses, etc.)

Course Requirements and Evaluation:
Complete all course work with a final-grade computation of 75% or better. Complete all lab activities successfully and in a safe manner. Commensurate to classroom/laboratory experience, students will be subject-to rubric-based evaluations related to the OR environment and perioperative care. The rubric-based evaluations of retained knowledge will contribute to final-grade computation (see computation form below, and/or on Blackboard).

Grading Criteria:
In order to pass SRGT 1405, the student must achieve a final-grade computation of 75% or higher. The final-grade computation will consist of:

4-6 Exams (averaged)	65%
Daily Grades (averaged)	20% (10% on-line assignments + 10% workbook/classroom/lab)
Comprehensive Final Exam	15%

Daily grades may consist of written assignments, critical thinking exercises, On-line activity, lab exercises, and unannounced quizzes (if you are absent, an unannounced quiz cannot be made-up). All Lab Activities must be completed in a safe manner and assessed through demonstration.

Late assignments will have 10-points deducted for <u>every class day</u> that it is late.
If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be compiled in a different format (i.e. fill-in the blank or essay).

Students with unsatisfactory progress will receive written notification and a plan for remediation may be completed (see Surgical Technology Student Handbook).

Course Policies:
See course-specific Course Requirement/Evaluation, Attendance, and Conduct statements contained in this syllabus. Students are also expected to read and abide by all policies contained in the PJC Student Handbook <u>and</u> **Surgical Technology Student Handbook**.
All course-related tuition, fees, and state-mandated immunization expenses are the student's responsibility. It is college policy that each student in the program assumes financial responsibility for his/her own health care. Personal medical insurance is recommended.

To All Health Occupation Students:

COVID-19 Vaccination Requirements: All clinical facilities receiving federal funds (Medicare, Medicaid, etc.) have mandatory immunization <u>policies</u> in place, requiring COVID vaccination or a Record of Exemption status. Policies and implementation method (exemption forms, record-keeping, etc.) varies by institution, and multiple exemption requests may be necessary if the federal individual vaccination record is not available.

Class Attendance:
Class attendance is critical for the successful completion of this course. For online courses, students must complete work in a timely manner and follow due dates. Withdrawals must be initiated by the student, and require an institutional withdrawal form with instructor signature. The student is expected to consult appropriate faculty and financial-aid advisors prior to submitting the form to the Student Records Office for processing. The last day for a student to withdraw from a course with a grade of "W" is **<u>Thursday, July 24, 2025.</u>** Failure to take the final exam as assigned/scheduled will result in a grade of "F" in the course. There are no "excused" absences, <u>all</u> are recorded and after <u>2 absences</u> in a single semester, a student conference is mandatory and disciplinary action may be taken. Please see the Surgical Technology Student Handbook for further details regarding absences and tardiness.

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You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

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SCAN ME

Basic Needs Survey

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If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC's Counseling Center in Alford Center (counseling@parisjc.edu) and in the community.

Scan for Video

SRGT1405
Course Schedule
Summer 2025 Long Term

DAY	DATE	LECTURE	EXAM/ASSIGNMENTS
R	**05/22**	**First Class Meeting: Faculty Introductions, Syllabi, Student Handbook, Course Schedule, Q&A.** **Quest Appointments**	Read: STP Handbook, Complete Attestation Forms; Prepare "Getting to Know"; Begin Textbook Chapter 1, including preface xxii-xxvi.
T	**05/27**	**Q&A, Student Introductions. Blackboard, Begin UNIT I (Chapters 1 & 2)** Chapter 1	Read Article: History of Surgery.
R	**05/29**	**Discuss assigned article.** Chapter 1, Chapter 2	Read: Chapter 2
T	**06/03**	Chapter 2	News Article: Medical Professionalism/Ethics/ Surgical Practice
R	**06/05**	**Begin UNIT II (Chapter 4)** Chapter 4	**UNIT I EXAM (Chs. 1 & 2)** **WB Chapters 1 & 2 DUE** Read: Chapter 4
T	**06/10**	Chapter 4	**LAB TBA**
R	**06/12**	Hospital Tour (PRMC); Surgical Suite and Ancillary Departments	LAB TBA
T	**06/17**	Review Chapter 4 **Begin UNIT III (Chapter 3)**	LAB TBA Read Chapter 3
R	**06/19**	Chapter 3	**UNIT II EXAM (Ch. 4)** **WB Chapter 4 DUE** Read: Chapter 13
T	**06/24**	Chapter 3	LAB TBA
R	**06/26**	Review Chapters 3 **Begin Unit IV (Chapters 8 & 14)**	LAB TBA Read: Chapter 8

T	**07/01**	Chapter 8	**UNIT III EXAM (Ch 3)** **WB Chapters 3 DUE** Read Chapter 14
R	**07/03**	Chapter 14	LAB TBA
T	**07/08**	Review Chapters 8 and 14 **Begin UNIT V (Chapter 9)**	Read Chapter 9
R	**07/10**	Chapter 9	**UNIT IV EXAM (8 & 14)** **WB Chapters 8 & 14 DUE**
T	**07/15**	Chapter 9	LAB TBA
R	**07/17**	Chapter 9	LAB TBA
T	**07/22**	Chapter 9	LAB TBA
R	**07/24**	Last Day to Withdraw with grade "W".	
R	**07/24**	Review Chapter 9	LAB TBA
T	**07/29**	**UNIT V EXAM (Ch. 9)** **WB Chapter 9 DUE**	**UNIT V EXAM (Ch. 9)** **WB Chapter 9 DUE** LAB TBA
R	**07/31**	Clinical Observation Day (PRMC) Review Old Exams for Final	LAB TBA
T	**08/05**	Clinical Observation Day (PRMC) Review Old Exams for Final	LAB TBA
R	**08/07**	Clinical Observation Day (PRMC) (This activity pending course progress)	LAB TBA
T	**08/12**	**Final Exam SRGT 1405**	**FINAL EXAM SRGT 1405** **(Skills Check-Off)**
R	**08/14**	(Final Exam SRGT 1409)	**(Skills Check-Off)** **(Final Exam SRGT1409)**

The above content, schedule, and/or assignments for SRGT 1405 are subject to change in order to adequately address required curriculum content, meet time constraints, or in-response-to extenuating circumstances.

Unit I: Orientation to Surgical Technology and Standards of Conduct

(Surgical Technology for the Surgical Technologist, Chapters 1-2)

Select Key Terms; Brief History of Surgery; Working Conditions; Surgical Team Members (i.e. sterile/nonsterile, surgeons, circulators, scrub assistants, ancillary/support) and Their Roles; Phases of Perioperative Patient Care and Case Management (pre-op, intra-op, and post-op); Professional Organization and Management; Health Care Facility Organization and Management (i.e. profit/nonprofit, chain-of-command, communication); Communication Skills and Teamwork; Employability Skills and Character Traits; Interdepartmental Communication and Ancillary Patient Care Areas (Pre-Op and Post-Op Care Units (PACU), pathology, Radiology, laboratory, ER, etc.); Legal Issues; Documentation (patient records, consent, directives, etc.); Ethical and Moral Concerns; Risk-Management and Liability Issues (malpractice, confidentiality, sentinel events, etc.); Scope of Practice.

Unit II: Physical Environment and Safety Standards

(Surgical Technology for the Surgical Technologist, Chapter 4)

Select Key Terms; Surgical Department and OR Design; OR Equipment and Furniture; Environmental Factors (lighting, ventilation, temperature, humidity, etc.); Potential Hazards (biologic, chemical, electrical, fire, lasers, latex, radiation, etc.); Risk Management and Regulatory Agencies.

Unit III: The Surgical Patient and Special Populations

(Surgical Technology for the Surgical Technologist, Chapter 3)

Select Key Terms; Interpersonal Relationships (healthcare provider/patient); Patient Needs (physical, psychological, social, spiritual, etc.); Social Understanding and Priorities (response to stressors, coping with illness/death/dying, Maslow's Hierarchy of Needs, etc.); Cultural and Religious Influences; Special Population Care (geriatric, pediatric, pregnant, obese, immunocompromised, trauma, PTSD, etc.); Trauma Considerations ("golden-hour"; kinematics, triage, etc.).

Unit IV: Physical Homeostasis, Emergency Situations and Diagnostic Procedures

(Surgical Technology for the Surgical Technologist, Chapters 8 and 14)

Select Key Terms; Homeostasis and Blood Replacement; Recognizing Emergency Situations (cardiopulmonary, malignant hyperthermia, shock, anaphylactic reactions, etc.); Objectives and Priorities in Emergency Situations; All-Hazard Preparation (natural/man-made disasters, disaster-planning); emergency Response (employee-role, facility plan, community/regional plan, federal response).

Select Key Terms; Symptoms, Vital Signs, Assessment; Radiographs (with/without contrast); CT; PET; MRI; Doppler/Ultrasonography; EKG;EEG; Laboratory Studies (blood chemistry, urinalysis, culture, Gram-stain); Surgical Specimens (biopsy, frozen, permanent, handling, labeling).

Unit V: Surgical Pharmacology and Anesthesia

(Surgical Technology for the Surgical Technologist, Chapter 9)

Select Key Terms; Pharmaceutical Sources, Properties and Action; Pharmacokinetics and Therapeutic Effect; Drug Classifications; Medication Calculations (mixtures, concentration, dose, conversions, etc.); Medication-Handling Standards and Techniques (identification, transfer, labeling, administration, communication, etc.); Common Medications Used in the OR and Medications by Surgical Specialty; Homeostasis and Blood Replacement Medications; Anesthesia (purpose, effect, considerations); Methods and Techniques of Anesthetic Administration (general, topical, local, regional-block, and alternative); General Anesthesia (depth/phases, agents, administration, monitoring, risks and complications); Delivery and Monitoring Devices and Equipment (anesthesia machine, vital-signs, SARA, etc.); Team Member Roles and Routines Related to Anesthesia.

SRGT 1409 100
Introduction to Surgical Technology
Summer 2025 Long Term

Instructor: Daisy Henson, CST, AAS **Meeting Location:** WTC #1055 or TBA
Office: WTC #1048 **Meeting Days:** Tuesday and Thursday
Phone: (903) 782-0734 or (903) 782-0729 **Meeting Times:** 1:00pm-5:00pm
Email: dhenson@parisjc.edu
Office Hours: Before/After Class; By Appointment

Course Description and Rational:
SRGT 1409 will provide: In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and management of the sterile field utilizing barrier drapes, surgical instrumentation and supplies. SRGT 1409 is designed to prepare the student to enter the surgical environment with entry-level knowledge and fundamental skills.

Course Credit: SRGT1409 (4.2.6): 4 SCH = 2 lecture and 6 laboratory hours per week
TSI Requirements: College-level *Math*, *Reading*, *Writing* assessment complete, or *exempt*
Prerequisite(s): Program admission via application process and completion of minimum pre-requisite course-work (10-SH of supporting foundation courses, including a 4-SH A&P course) with a "C" or better
Co-requisite: This course requires concurrent enrollment in SRGT 1405, and both courses must be passed with a "C" (75%) or better within the same semester **(SRGT courses C=75-80%).**

Course Relevance to Professional Outcome:
This course and related content constitutes a portion of the accredited core-curriculum related to the Surgical Technology profession approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is offered in conjunction with additional program content. Successful completion of program content intends to convey eligibility to pursue professional credential via national board examination*; however, in accordance to HB1508 of the State of Texas, be advised that personal criminal records could prevent state licensure or limit future employment opportunities. If you have questions regarding background information, please speak with a faculty member or department chair. You have the right to request a criminal history evaluation letter from the licensing agency when applicable.

*Licensure or credentialing examination results will vary by individual and may determine professional outcome.

Required Textbook(s) and Materials (used for SRGT 1405 / 1409 / 1441 / 1442):
Surgical Technology for the Surgical Technologist A Positive Care Approach 2024, 6th ed. Caruthers, Delmar Publishing.
Study Guide for Surgical Technology for the Surgical Technologist 2024. Junge, Delmar Publishing. (**Note:** Electronic Access Code and E-book bundle, **ISBN 9780357625804**); Printed Hardback

Option, ISBN: 9780357625736 at additional cost.
Scan-Tron Testing Forms: **ParSCORE** red (or TBA)

Recommended Textbook(s) and Materials:
Surgical Instrumentation: An Interactive Approach, Nemitz, 4th ed. Elsevier Publishing. ISBN:978-0-323-77693-6
Medical Dictionary: **Either,** *Mosby's Medical, Nursing, & Allied Health Dictionary*, **or** *Taber's Cyclopedic Medical Dictionary (any recent edition).*

Course Goals and Objectives:
Given textbook, classroom discussion, appropriate handouts, and laboratory practicum, the student will have accomplished the following course outcomes:

1. Identify and demonstrate principles and practices of aseptic techniques, including use of PPE
2. Explain infectious processes and concepts of wound healing.
3. Demonstrate management of a sterile field, throughout preparation and progression of a basic surgical intervention scenario.
4. Identify basic instruments, equipment and supplies by type and function.
5. Demonstrate the care, handling and assembly of basic instruments, equipment and supplies in the operating room.
6. Working knowledge of various packaging and sterile-processing methods and technology

Course Schedule:
(see below)

IT Support: techsupport@parisjc.edu (DragonMail, Dragon Alerts, On-Line Courses, etc.)

Course Requirements and Evaluation:
Complete all course work with a final-grade computation of 75% or better. Complete all lab activities successfully and in a safe manner. Commensurate to classroom/laboratory experience, students will be subject-to rubric-based evaluations related to the OR environment and perioperative care. The rubric-based evaluations of retained knowledge will contribute to final-grade computation (see computation form below, and/or on Blackboard).

Grading Criteria:
In order to pass SRGT 1409, the student must achieve a final average grade of 75% or higher.
The final grade average will consist of:

4-6 Exams (averaged)	50%
Daily Grades (averaged)	10%
Final Exam (**Two-Parts***)	40%

(*Pre-Clinical Skills Component: 90%; Written Exam Component: 10%)

(*Students must achieve 75% or higher on the Pre-Clinical Skills Component to advance in the program. Two attempts are permitted, if necessary. See evaluation form below.)

Daily grades may consist of written assignments, on-line assignments, critical thinking exercises, lab exercises, and unannounced quizzes (if you are absent, an unannounced quiz **cannot** be made-up). All Lab Activities must be completed in a safe manner and assessed through demonstration.

Late assignments will have 10 points deducted for every class day that it is late.
If you miss an exam, you must contact the instructor as soon as possible. Make-up exams may be compiled in a different format (i.e. fill-in the blank or essay).

Students who have unsatisfactory progress in classroom/lab will be given written notification and a plan for remediation will be completed.

Course Policies:
See course-specific Course Requirement/Evaluation, Attendance, and Conduct statements contained in this syllabus. Students are also expected to read and abide by all policies contained in the PJC Student Handbook and **Surgical Technology Student Handbook**.
All course-related tuition, fees, and state-mandated immunization expenses are the student's responsibility. It is college policy that each student in the program assumes financial responsibility for his/her own health care. Personal medical insurance is recommended.

To All Health Occupation Students:

COVID-19 Vaccination Requirements: All clinical facilities receiving federal funds (Medicare, Medicaid, etc.) have mandatory immunization policies in place, requiring COVID vaccination or a Record of Exemption status. Policies and implementation method (exemption forms, record-keeping, etc.) varies by institution, and multiple exemption requests may be necessary if the federal individual vaccination record is not available.

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Scan for Video

SRGT 1409
Course Schedule
Summer 2025 Long Term

DAY	DATE	LECTURE	EXAM/ASSIGNMENTS
R	**05/22**	**First Class Meeting: Course Orientation, Syllabus, Student Handbook.** **QUEST Appointments**	Read: STP Handbook, Complete Attestation Forms; Prepare "Getting to Know"; Begin Reading Textbook Chapter 10
T	**05/27**	**Begin UNIT I (Chapter 10)**	LAB: Tier 1 Instrumentation
R	**05/29**	Chapter 10	LAB: Tier 1 Instrumentation
T	**06/03**	Chapter 10	LAB: Tier 1 Instrumentation
R	**06/05**	Review Chapter 10 **Begin UNIT II (Chapter 6 & 7)**	LAB: Tier 1 Instrumentation Read: Chapter 7
T	**06/10**	Chapter 6	**UNIT I EXAM (Ch. 10)** **WB Chapters 10 DUE** LAB TBA
R	**06/12**	Chapter 6 (Morning: Hospital Tour (PRMC); Surgical Suite and Ancillary Departments)	LAB TBA **Instrument Quiz #1**
T	**06/17**	Chapter 7	LAB TBA
R	**06/19**	Chapter 7	LAB TBA
T	**06/24**	Review Chapter 6 & 7 **Begin UNIT III (Chapter 12 & 13)**	Read: Chapter 12 **Instrument Quiz #2**
R	**06/26**	Chapter 12	**UNIT II EXAM (Ch. 6 & 7)** **WB Chapter 7 DUE**
T	**07/01**	Chapter 12	LAB TBA Read Chapter 13
R	**07/03**	Chapter 13	TBA
T	**07/08**	Chapter 13	LAB TBA

R	**07/10**	TBA	TBA Read: Chapter 11
T	**07/15**	**UNIT IV (Chapter 11)**	LAB TBA
R	**07/17**	Chapter 11	LAB TBA
T	**07/22**	Chapter 11	**UNIT III EXAM (Ch. 12 & 13)** **WB Chapters 12 & 13 DUE**
R	**07/24**	Last Day to Withdraw with grade "W".	
R	**07/24**	**Review Chapter 11**	LAB TBA
T	**07/29**	Clinical Observation Day (PRMC) – morning (This activity pending course progress)	LAB TBA
R	**07/31**	**UNIT IV EXAM (Ch. 11)** **WB Chapter 11 DUE**	**UNIT IV EXAM (Ch. 11)** **WB Chapter 11 DUE** LAB TBA
T	**08/05**	Clinical Observation Day (PRMC) Review Old Exams for Final	Skills Check-Off
R	**08/07**	Clinical Observation Day (PRMC) Review Old Exams for Final	Skills Check-Off
T	**08/12**	Final Exam SRGT 1405	**Skills Check-Off** (Final Exam SRGT1405)
R	**08/14**	**Final Exam SRGT 1409** (Optional: Final Exam completion on Tuesday, 08/12/2025.)	**FINAL EXAM SRGT 1409**

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Unit I: Instrumentation, Equipment, and Supplies of the OR

(Surgical Technology for the Surgical Technologist, Chapter 10)

Select Key Terms; OR Instrumentation; Classification by Use (cutting/dissecting, grasping/holding, clamping/occluding, retracting/viewing, suturing, etc.); Instrument Care and Handling; Instrument Sets; Specialty Equipment (endoscopes, power instruments, microscopes, phaco, cryo, nerve-stimulators, etc.); Accessory Equipment (electrosurgical, suction, tourniquets, vascular-assist, temperature-control, etc.); Patient Drapes (isolation barriers and sterile fields); Dressings; Catheters, Tubes, and Drains (temporary, in-dwelling, active/passive, etc.).

Unit II: Asepsis and Sterile Technique

(Surgical Technology for the Surgical Technologist, Chapters 6 & 7)

Select Key Terms; Pathogens and Infection (germ-theory and history); Surgical Site Infections (SSI's) and Causative Agents (bacteria and their characteristics including morphology, staining and other techniques for identification); Methods of Transmission; Infection-Risk Factors; Disinfection (related terminology); AST Standards of Practice Related to Decontamination and Sterilization; Environmental decontamination and levels of Disinfection; Sterilization Principles and Processes (instrument-cycle, preparation, steam, alternative methods, indicators and controls, etc.); Post-Op Instrument Care (re-use; cleaning, inspection, assembly, wrapping, sterile-storage, and distribution (i.e. case-cart systems)); Surgical Conscience and Aseptic Technique; Sterile Fields and Maintenance (AST Principles 1-3).

Unit III: Surgical Case Management

(Surgical Technology for the Surgical Technologist, Chapters 12 and 13)

Select Key Terms; Surgical Patient Pre-Operative Routines (patient chart review, pre-op education, diet, hygiene, bowel-prep, sedation, hair-removal, etc.); Team Member Attire (OR attire, protective attire (PPE), sterile attire (gown, gloves)); Preparing the OR (circulator roles, sterile team member roles); Patient Transport and Transfer; Urinary Catheterization; Surgical Positioning the Surgical Patient (supine, lateral, prone, and variations); Patient Skin Preparation; Creating and Maintaining Sterile Fields; Scrubbing Gowning/Gloving Procedures; Organizing the Sterile Field; Pre-Op and Intra-Op Counts (standards; who, when, what); Draping the Surgical Patient (variations and problem-solving); Positioning Sterile Equipment/Furniture (Mayo, backtable, microscope, etc.); Time-Out

Procedures; Skin Incision (locations, Langer-lines, marking, skin-knife); Intra-Op Communication, Anticipation, Passing/Assisting, and Field Interactions; Specimen Care (label, permanent, frozen, pathology, etc.); Immediate Post-Op Care (field preservation, drape/gown removal, field break-down and turnover).

Unit IV: Wound Healing, Sutures/Needles, and Stapling Devices

(Surgical Technology for the Surgical Technologist, Chapters 11)

Select Key Terms; Types of Wounds and Inflammatory Process (surgical, traumatic, chronic); Wound Healing (First, Second, Third Intention and phases); Wound Healing Considerations and Complications; Methods of Wound Closure (tissue-handling (Halstead), tissue-approximation, layer-closure, suture-techniques, stapling); Sutures (types, properties, ligation, traction, approximation) and Needles (variations, swaged/eyed, cutting, non-suture, etc.); Accessory Items (anchors, loops, tape, bridges, and bolsters); Tissue Replacement (autogenous/homo/xeno biologic-grafts, synthetic/natural meshes and fabrics); Stapling Devices (skin, ligation/division, anastomotic); post-Operative Wound Care (drains, dressings).

Pre-Clinical Skills Evaluation

Student: _____ Date: _____

Sterile Technique:

Score: (X/105) * 100 = _____%

No Breaks (no deductions)

Recognized Break(s): _____ (deduct 5pts/ea. from below)

Unrecognized Break(s): _____ (deduct 10 pts/ea. from below)

Skills / Points:

	Unsatisfactory (fail; no pts awarded)	**Satisfactory (pass; pts indicated below)**
Open/Create sterile field:	0	_ _ _ _ 5
Delivery of sterile items to sterile field:	0	_ _ _ _ 5
Surgical hand Scrub:	0	_ _ _ _ 5
Gowning / closed glove technique:	0	_ _ _ _ 5 _ _ _ _ 10
Mayo-stand preparation:	0	_ _ _ _ 5
Organization of sterile filed:	0	_ _ _ _ 5 _ _ _ _ 10
Receive/label medications:	0	_ _ _ _ 5
Appropriate surgical counts:	0	_ _ _ _ 5
Gown/glove other sterile team members:	0	_ _ _ _ 5 _ _ _ _ 10
Assist with patient drapes:	0	_ _ _ _ 5
Position Mayo/Backtable:	0	_ _ _ _ 5
Suction/Light/ESU connections:	0	_ _ _ _ 5
Instrument identification	0	_ _ _ _ 5 _ _ _ _ 10
Loading sharps/Passing instruments:	0	_ _ _ _ 5 _ _ _ _ 10
Aseptically remove gown/gloves:	0	_ _ _ _ 5
Open-glove Technique for sterile transfer:	0	_ _ _ _ 5

Total Points Awarded (max possible: 105 pts.): _____ **(minimum satisfactory score: 75%)**

Pre-Clinical Skills Evaluation

Assistant Circulator Duties:

___ **Assist with room preparation, furniture, equipment, supplies.**

___ **Patient identification and physician/expected-procedure identification.**

___ **Transports patient to the surgical suite.**

___ **Assist with patient positioning and safety precautions.**

___ **Assist anesthesia provider with cricoid pressure (Sellick's).**

___ **Assist with Foley placement (may be considered outside Scope of Practice).**

___ **Medication identification.**

___ **Shave patient as necessary.**

___ **Surgical-site skin-prep.**

___ **Assist sterile team members (tie gowns, Surgeon's headlamp, etc.).**

___ **Conduct instrument, sponge, and sharp counts according to policy.**

___ **Receive tubing/cords from sterile field and connect as necessary.**

___ **Dispense additional items to the sterile field.**

___ **Identify inventory-control procedures (replacement, patient charges, etc.)**

___ **Observe Patient Record routines (consent, history, operative record, etc.)**

___ **OTHER: (i.e. retrieve, clean, and flash-sterilize one-of-a-kind item dropped from the sterile field)**

_____

_____

Minimum Sterilization Parameters:

Pre-vac Steam (temp/pressure/time) _____

Cidex (minimum exposure time) _____

Paris Junior College Syllabus

Year	2025-2026	Faculty	Daisy Henson
Term	SUMMER Long Term	Office	WTC 1048
Section	100	Phone	903-782-0729
		email	dhenson@parisjc.edu

Course	SRGT 1405
Title	Introduction to Surgical Technology

Description

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

Textbooks

Required: Surgical Technology for the Surgical Technologist: A Positive Care Approach (6th ed., 2024), and Study Guide (workbook) to accompany the textbook, Surgical Technology for the Surgical Technologist: A Positive Care Approach, Cengage Delmar publisher with printed digital content Access Card.
Electronic Access Code and E-book bundle, ISBN 9780357625804
Recommended: Surgical Instrumentation: An Interactive Approach, 4th ed. Elsevier Publishing. ISBN:978-0-323-77693-6 (Note: previous edition is acceptable for this text)
Choose one of two Dictionaries:
Mosby, (2013), Mosby's Dictionary of Medicine, Nursing & Health Professions, (9th ed. or newer) Mosby-Elsevier, ISBN: 978-0-3230-7403-3-2
Venes, (2013), Taber's Cyclopedic Medical Dictionary, (22nd ed. or newer), FA Davis, ISBN: 978-0-8036-2977-6

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to:
1. Explain the physical, interpersonal, and ethical aspects of the operating room environment.
2. Relate basic concepts of surgical pharmacology and anesthesia.
3. Identify and demonstrate patient care concepts including the psychosocial needs of the client.
4. Identify and describe terminology and theories associated with the surgical environment.
5. Distinguish varied job roles of surgical personnel and their responsibilities including professional, legal and ethical aspects.
6. Identify and demonstrate an understanding of different types of health care facilities.

Schedule

Week 1- Syllabus/Handbook Review
Week 2- Unit I (textbook Chapters 1 and 2) Orientation to Surgical Technology; History of Surgery; Surgical Team Members; Standards of Conduct, Professionalism; and Hospital Organization
Week 3- Unit I cont. (textbook Chapters 1-2); Legal Environment; Risk Management; Ethics; Scope of Practice
Week 4- Unit II (textbook Chapter 4); Physical Environment and Safety Standards
Week 5- Unit II cont.
Week 6- Unit III (textbook Chapter 3); The Surgical Patient and Special Populations Unit IV cont. (textbook Chapter 8); Mandatory Hospital Orientation
Week 7- Unit III cont.
Week 8- Unit IV (textbook Chapters 8 and 14); Emergency Situations and All-Hazard Preparation
Week 9- Unit IV cont. (textbook chapters 8 and 14); Diagnostic Procedures; Vital Signs; Laboratory Studies; and Surgical Specimens
Week 10- Unit V (textbook Chapter 9); Surgical Pharmacology and Anesthesia

Evaluation methods	5 Unit Examinations (averaged) 65% of course grade Daily Grades (avg.): workbook assignments, quizes, etc. 20% of course grade Comprehensive Final Examination 15% of course grade

Paris Junior College Syllabus

Year	2025-2026	Faculty	Daisy Henson
Term	SUMMER Long Term	Office	WTC 1048
Section	100	Phone	903-782-0729
		email	dhenson@parisjc.edu

Course	SRGT 1409
Title	Perioperative Concepts and Asceptic Technique

Description	In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and management of the sterile field.
Textbooks	Same as used in concurrent course, SRGT1405: Required: Surgical Technology for the Surgical Technologist: A Positive Care Approach (6th ed., 2024), and Study Guide (workbook) to accompany the textbook, Surgical Technology for the Surgical Technologist: A Positive Care Approach, Cengage Delmar publisher with printed digital content Access Card. Electronic Access Code and E-book bundle, ISBN 9780357625804 Recommended: Surgical Instrumentation: An Interactive Approach, 4th ed. Elsevier Publishing. ISBN:978-0-323-77693-6 (Note: previous edition is acceptable for this text) Choose one of two Dictionaries: Mosby, (2013), Mosby's Dictionary of Medicine, Nursing & Health Professions, (9th ed. or newer) Mosby-Elsevier, ISBN: 978-0-3230-7403-3-2 Venes, (2013), Taber's Cyclopedic Medical Dictionary, (22nd ed. or newer), FA Davis.
Student Learning Outcomes (SLO)	Upon completion of this program, it is expected that a graduate will be able to: 1. Identify and demonstrate principles and practices of aseptic techniques. 2. Explain infectious processes and concepts of wound healing. 3. Maintain a sterile field utilizing basic case preparation and procedures. 4. Identify basic instruments, equipment and supplies by type and function. 5. Demonstrate the care, handling and assembly of basic instruments, equipment and supplies in the operating room.
Schedule	Week 1- Orientation; Syllabus/Handbook Review Week 2- Unit I (textbook Chapter 10); Instrumentation, Equipment and Supplies Week 3- Unit I cont.; Skills LAB Week 4- Unit II (textbook Chapters 6 &7); Preventing Perioperative Disease Transmission; Microbiology of Surgical Site Infection; Decontamination and Sterilization; Principles of Asepsis Week 5- Unit II cont.; Skills LAB Week 6- Unit III (textbook Chapters 12 & 13); Surgical Case Management; Perioperative Routines; Patient Transport and Positioning; Skin Prep; OR Attire; Sterile Fields; Draping; Turnover Week 7- Unit III cont.; Skills LAB Week 8- Unit IV (textbook Chapter 11); Wound Healing, Sutures/Needles and Stapling Devices Week 9- Unit IV cont.; Skills LAB Week 10- Skills LAB Week 11- Skills LAB Week 12- Clinical Observation; Skills Lab
Evaluation methods	4-5 Unit Examinations (averaged) 50% of course grade Lab Skills and Daily Grades (avg.): workbook assignments, quizes, etc. 10% of course grade Two-part Comprehensive Final Examination, 40% of course grade, including Pre-Clinical Skills Practicum requiring 75% minimum score.

Paris Junior College Syllabus

Year	2024-2025
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: Exam General Surgery, Begin Orthopedics
Week 4: Orthopedics continued
Week 5: Exam Orthopedics, Begin OB/GYN
Week 6: OB/GYN continued
Week 7: Exam OB/GYN, Begin Eye/ENT
Week 8: Eye/ENT continued
Week 9: Exam Eye/ENT, Begin Urology
Week 10: Urology continued
Week 11: 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	2024-2025
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 2-4	Clinical site attendance (rotation 1) per student schedule
Week 5-7	Clinical site attendance (rotation 2) per student schedule
Week 8-10	Clinical attendance (rotation 3) per student schedule
Week 11	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	2023-2024
Term	Summer
Section	190

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.

Textbooks

Vocational Nursing Textbook:

Required Summer 2025:
Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical

Student Learning Outcomes (SLO)

1. 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

Schedule

Week 1- Syllabi Review and ATI training
Week 4 - Community Service Request Due
Week 6, 8, and 9- Clinical Paperwork and Pediatric Teaching Project
Week 9-Hospital Clinicals and "Stop The Bleed" Workshop
Week 10- Hospital Clinicals and Pediatric Teaching Project Presentations
Week 11- Community Service Project Presentations and Med Term Quiz

Evaluation methods	Direct observation by clinical instructors, graded paperwork, evaluations from community service managers, peer evaluations, skills and clinical objective sheets

Paris Junior College Syllabus

Year	2025-2026
Term	Summer
Section	190

Faculty	Rebecca Scott
Office	WTC 1044
Phone	903.782.0246
email	rscott@parisjc.edu

Course	VNSG 1222
Title	Vocational Nursing Concepts

Description

Introduction to the nursing profession and it's responsibilities, Including legal, ethical, and professional issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of ther learner/professional.

Textbooks

Required Summer 2025:
Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 15th ed.
Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th

Student Learning Outcomes (SLO)

1. Discuss the personal adjustments essential to the development of the vocational nurse. (BON DECS I: B,C,D,II: B)
2. Identify the role of the licensed vocational nurse.(BON DECS I:A,B,C,D, II: A,B, C,D, III: E)
3. Discuss the legal and ethical responsibilities in vocational nursing practice.(BON DECS I A, B,

Schedule

Week 1-Nursing History and Legal/Ethical Week 2- Communication Week 5- Exam 1, Clinical Decision Making and Health Promotion
Week 6- Nursing Process Week 9 - Culture/ Spirituality
Week 11-Exam 2

Evaluation methods	Direct observation, active learning assignments in class, poster project

Paris Junior College Syllabus

Year	2024-25
Term	Summer
Section	190

Faculty	Jenny Sullivan
Office	1050
Phone	903-782-0757
email	jsullivan@parisjc.edu

Course	VNSG 1423
Title	Basic Nursing Skills

Description

Mastery of entry-level nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions

Textbooks

Required Summer 2025:
Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 15th ed.

Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed.

Fall 2025:
No additional textbooks required for Fall

Required Spring 2026:
Lippincott CoursePoint+ Enhanced for Videbeck's Psychiatric-Mental Health Nursing, 9th ed.

The above required books can only be purchased from the PJC bookstore or directly from the publisher through the provided link.

Student Learning Outcomes (SLO)

Course Objectives:
1. Demonstrate safe and competent basic nursing skills. (BON DECS II: B, C, E, III: B, D)
2. Describe how each step of the nursing process and clinical judgement model relates to nursing care. (BON DECS II: A, B, E; III: B, D)
3. Discuss the implementation of basic nursing skills in a variety of health care settings. (BON DECS I: B; II: A, B, E; III: B, D, C)

Schedule

Week 1: Vital Signs
Week 2: Infection Control & Wound Care
Weeks 3-4: Physical Assessment
Weeks 5: Nutrition & Hygiene
Weeks 6-10: Medication Admintration and Mobility
Week 11: IV Skills & Assessment

Evaluation methods	Vital Signs Check-off 30% Physical Assessment Check-off 30% Medical Administration Check-off 30% ATI Skills 3.0 Modle Post-Tests (5 @ 2% each) 10%

Paris Junior College Syllabus

Year	2025-2026
Term	Summer
Section	190

Faculty	Brad Bolton
Office	WTC 1004
Phone	903-782-0754
email	bbolton@parisjc.edu

Course	VNSG 1500
Title	Nursing in Health and Illness I

Description

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions

Textbooks

Required Summer 2025:
Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing 15th ed.
Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing 5th ed.
Recommended:
Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (9th ed.), Elsevier-Saunders, ISBN: 978-0443112874
Optional:
Curren, A.M., (2020) Dimensional Analysis for Meds, (any edition), Delmar Cengage Learning. ISBN: 9781284248623

Student Learning Outcomes (SLO)

STUDENT LEARNING OUTCOME:
Upon
1.Define the psychosocial, growth and development, and physiological needs of clients across the life span.

2.Identify primary health care needs of the client.

Schedule

Week 1: Orientation
Week 2: Infection
Week 3: Assessment
Week 4: Assessment
Week 5: Pharmacology/Meditation Math
Week 6: Pharmacology/Meditation Math
Week 7: Pharmacology/Meditation Math
Week 8: Pediatrics/Development
Week 9: Pediatrics/Development
Week 10: Review
Week 11: Final

Evaluation methods	Evaluation will be based on techniques designed to determine if course objectives are met. These measures include: 4-unit exams 70% Assignments: Med cards, Prep-Us 10% Math exams* 20%

Paris Junior College Syllabus

Year	2024-2025	Faculty	Nick Leija
Term	Summer	Office	AS123
Section	186	Phone	903-782-0384
		email	nleija@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 all positions.

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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS123
Phone	903-782-0384
email	nleija@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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS 123
Phone	903-782-0384
email	nleija@parisjc.edu

Course	WLDG 1317
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 structural shapes 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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS123
Phone	903-782-0384
email	nleija@parisjc.edu

Course	WLDG 1323
Title	Safety, Tool and Equipment

Description	An introduction to welding equipment and safety practices, including OSHA standards for industry.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Apply welding safety practices, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipment and processes; identify how to use and maintain tools and equipment; identify hazards associated with gases, fluxes, electrodes and equipment; and explain different welding processes and their operation.
Schedule	Week 1- 13 The skills obtained in this course will be utilized in safe practices in the welding field. Familization with welding equipment and associated tools used.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

An introduction to welding equ

Apply welding safety practices,

, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipmen

t and processes; identify how to use and maintain tools and equipment; identify hazards associated with g

ases, fluxes, electrodes and equipment; and explain different welding processes and their operation.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS 123
Phone	903-782-0384
email	nleija@parisjc.edu

Course	WLDG 1425
Title	Introduction to Oxy-Fuel Welding and Cutting

Description	An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.
Schedule	Week 1-4 Define terms and abbreviations, and Oxy-Fuel cut plate to size to shop drawing.Oxy-Fuel line/hole cutting to shop drawing, and Oxy-Fuel track torch operation. Demonstrate scarfing of backing from weld plates. Demonstrate Beads on Plate (BOP).

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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	SSC Welding Lab
Phone	903-782-0385
email	nleija@parisjc.edu

Course	WLDG 1427
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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS123
Phone	903-782-0384
email	nleija@parisjc.edu

Course	WLDG 1430
Title	Introduction to Multi Processes

Description

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

Describe welding positions with various joint designs; describe the effects of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspection; weld various types of structural material; and diagnose welding problems.

Schedule

Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in the industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS 123
Phone	903-782-0384
email	nleija@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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS 123
Phone	903-782-0384
email	nleija@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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS123
Phone	903-782-0384
email	nleija@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 1-15 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	2024-2025	Faculty	Nick Leija
Term	Summer	Office	AS 123
Section	186	Phone	903-782-0384
		email	nleija@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	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS123
Phone	903-782-0384
email	nleija@parisjc.edu

Course	WLDG 2447
Title	Advanced Gas Metal Arc Welding

Description	Advanced topics in gas metal arc welding (GMAW), Includes weling in various welding positions.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Demonstrate GMAW in various positions; describe safety practices and equipment use; describe the effects of welding parameters in GMAW; and weld various joint designs and perform inspections.
Schedule	Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in local industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions at higher wire feed speeds (WFS).

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS 123
Phone	903-782-0384
email	nleija@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	2024-2025	Faculty	Nick Leija
Term	Summer	Office	AS 123
Section	186	Phone	903-782-0384
		email	nleija@parisjc.edu

Course	WLDG 2553
Title	Advanced Pipe Welding

Description	dvanced 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	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1307
Title	Introduction to Multi Processes

Description	Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding
Schedule	Week 1 – Welding Safety Week 2 – Base Metal Preparation Week 3 – Weld Quality Week 4 – SMAW - Equipment and Setup Week 5 – SMAW Electrodes Week 6 – SMAW – Beads, Fillet and Groove welds Week 7 – GMAW/FCAW - Equipment and Setup/Filler Metals Week 8 – GMAW/FCAW – Beads and Fillet welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	SSC 103 Welding
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1307
Title	Introduction to Multi Processes

Description	Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding
Schedule	Week 1 – Welding Safety Week 2 – Base Metal Preparation Week 3 – Weld Quality Week 4 – SMAW - Equipment and Setup Week 5 – SMAW Electrodes Week 6 – SMAW – Beads, Fillet and Groove welds Week 7 – GMAW/FCAW - Equipment and Setup/Filler Metals Week 8 – GMAW/FCAW – Beads and Fillet welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		email	chutchins@parisjc.edu

Course	WLDG 1307
Title	Introduction to Multi Processes

Description	Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Gas Metal Arc Welding (GMAW) & Flux Cored Arc (FCAW) and Safety; Discuss GMAW/FCAW Process Advantages/Disadvantages; Define Metal Transfer Modes; Describe GMAW/FCAW Variables and the Effects on Weld Beads; Define Properties of Shielding
Schedule	Week 1 – Welding Safety Week 2 – Base Metal Preparation Week 3 – Weld Quality Week 4 – SMAW - Equipment and Setup Week 5 – SMAW Electrodes Week 6 – SMAW – Beads, Fillet and Groove welds Week 7 – GMAW/FCAW - Equipment and Setup/Filler Metals Week 8 – GMAW/FCAW – Beads and Fillet welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1313
Title	Blue Print Reading for Welders

Description

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Textbooks

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course, the student should be able to demonstrate proficiency in the following: define terms and abbreviations; and identify and explain object views, lines, and dimensions. The student will identify, explain, and interpret weld symbols; demonstrate the proper use of measuring devices; read and interpret blueprints.

Schedule

Week 1 – Introduction Construction Drawings
Week 2 – Welding Symbols
Week 3 – Reading Welding Detail Drawings
Week 4 – Introduction to Construction Math
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1313
Title	Blue Print Reading for Welders

Description

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Textbooks

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course, the student should be able to demonstrate proficiency in the following: define terms and abbreviations; and identify and explain object views, lines, and dimensions. The student will identify, explain, and interpret weld symbols; demonstrate the proper use of measuring devices; read and interpret blueprints.

Schedule

Week 1 – Introduction Construction Drawings
Week 2 – Welding Symbols
Week 3 – Reading Welding Detail Drawings
Week 4 – Introduction to Construction Math
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		email	chutchins@parisjc.edu

Course	WLDG 1313
Title	Blue Print Reading for Welders

Description	A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course, the student should be able to demonstrate proficiency in the following: define terms and abbreviations; and identify and explain object views, lines, and dimensions. The student will identify, explain, and interpret weld symbols; demonstrate the proper use of measuring devices; read and interpret blueprints.
Schedule	Week 1 – Introduction Construction Drawings Week 2 – Welding Symbols Week 3 – Reading Welding Detail Drawings Week 4 – Introduction to Construction Math Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS 119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1317
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 structural shapes 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	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1317
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 structural shapes 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	2024-2025
Term	Summer
Section	586

Faculty	Clint Hutchins
Office	SS104
Phone	903-882-1232
email	chutchins@parisjc.edu

Course	WLDG 1317
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 structural shapes 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	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1323
Title	Safety, Tool and Equipment

Description	An introduction to welding equipment and safety practices, including OSHA standards for industry.
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Apply welding safety practices, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipment and processes; identify how to use and maintain tools and equipment; identify hazards associated with gases, fluxes, electrodes and equipment; and explain different welding processes and their operation.
Schedule	Week 1 – Build your Future in Construction Week 2 – Basic Safety Week 3 – Introduction to Construction Math Week 4 – Introduction to Hand/Power Tools Week 5 – Introduction Construction Drawings Week 6 – Introduction to Basic Rigging/Material Handling Week 7 – Basic Communication Skills Week 8 – Basic Employability Skills

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

An introduction to welding equ

Apply welding safety practices,

, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipmen

t and processes; identify how to use and maintain tools and equipment; identify hazards associated with g

ases, fluxes, electrodes and equipment; and explain different welding processes and their operation.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	SSC 103 Welding
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1323
Title	Safety, Tool and Equipment

Description	An introduction to welding equipment and safety practices, including OSHA standards for industry.
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Apply welding safety practices, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipment and processes; identify how to use and maintain tools and equipment; identify hazards associated with gases, fluxes, electrodes and equipment; and explain different welding processes and their operation.
Schedule	Week 1 – Build your Future in Construction Week 2 – Basic Safety Week 3 – Introduction to Construction Math Week 4 – Introduction to Hand/Power Tools Week 5 – Introduction Construction Drawings Week 6 – Introduction to Basic Rigging/Material Handling Week 7 – Basic Communication Skills Week 8 – Basic Employability Skills

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

An introduction to welding equ

Apply welding safety practices,

, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipmen

t and processes; identify how to use and maintain tools and equipment; identify hazards associated with g

ases, fluxes, electrodes and equipment; and explain different welding processes and their operation.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		email	chutchins@parisjc.edu

Course	WLDG 1323
Title	Safety, Tool and Equipment

Description	An introduction to welding equipment and safety practices, including OSHA standards for industry.
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Apply welding safety practices, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipment and processes; identify how to use and maintain tools and equipment; identify hazards associated with gases, fluxes, electrodes and equipment; and explain different welding processes and their operation.
Schedule	Week 1 – Build your Future in Construction Week 2 – Basic Safety Week 3 – Introduction to Construction Math Week 4 – Introduction to Hand/Power Tools Week 5 – Introduction Construction Drawings Week 6 – Introduction to Basic Rigging/Material Handling Week 7 – Basic Communication Skills Week 8 – Basic Employability Skills

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

An introduction to welding equ

Apply welding safety practices,

, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipmen

t and processes; identify how to use and maintain tools and equipment; identify hazards associated with g

ases, fluxes, electrodes and equipment; and explain different welding processes and their operation.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		email	chutchins@parisjc.edu

Course	WLDG 1323
Title	Safety, Tool and Equipment

Description	An introduction to welding equipment and safety practices, including OSHA standards for industry.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Apply welding safety practices, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipment and processes; identify how to use and maintain tools and equipment; identify hazards associated with gases, fluxes, electrodes and equipment; and explain different welding processes and their operation.
Schedule	Week 1- 13 The skills obtained in this course will be utilized in safe practices in the welding field. Familization with welding equipment and associated tools used.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

An introduction to welding equ

Apply welding safety practices,

, OSHA and the Hazardous Communications Act, and DS; list hazards associated with welding equipmen

t and processes; identify how to use and maintain tools and equipment; identify hazards associated with g

ases, fluxes, electrodes and equipment; and explain different welding processes and their operation.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS 119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1425
Title	Introduction to Oxy-Fuel Welding and Cutting

Description

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

Textbooks

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.

Schedule

Week 1 – Welding Safety
Week 2 – Oxyfuel Cutting
Week 3 – Oxyfuel Cutting Con’t
Week 4 – Introduction to Construction Math
Week 5 – Plasma Arc Cutting
Week 6 – Air Carbon Arc Cutting
Week 7 – Introduction to Hand/Power Tools
Week 8 – Base Metal Preparation

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	SSC 103 Welding
Phone	903-782-0449
email	jplemonss@parisjc.edu

Course	WLDG 1425
Title	Introduction to Oxy-Fuel Welding and Cutting

Description	An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.
Schedule	Week 1 – Welding Safety Week 2 – Oxyfuel Cutting Week 3 – Oxyfuel Cutting Con't Week 4 – Introduction to Construction Math Week 5 – Plasma Arc Cutting Week 6 – Air Carbon Arc Cutting Week 7 – Introduction to Hand/Power Tools Week 8 – Base Metal Preparation

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		email	chutchins@parisjc.edu

Course	WLDG 1425
Title	Introduction to Oxy-Fuel Welding and Cutting

Description	An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.
Schedule	Week 1 – Welding Safety Week 2 – Oxyfuel Cutting Week 3 – Oxyfuel Cutting Con't Week 4 – Introduction to Construction Math Week 5 – Plasma Arc Cutting Week 6 – Air Carbon Arc Cutting Week 7 – Introduction to Hand/Power Tools Week 8 – Base Metal Preparation

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		email	chutchins@parisjc.edu

Course	WLDG 1425
Title	Introduction to Oxy-Fuel Welding and Cutting

Description	An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Demonstrate oxy-fuel welding and cutting safety procedures; classify fuels and filler metals; perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.
Schedule	Week 1-4 Define terms and abbreviations, and Oxy-Fuel cut plate to size to shop drawing.Oxy-Fuel line/hole cutting to shop drawing, and Oxy-Fuel track torch operation. Demonstrate scarfing of backing from weld plates. Demonstrate Beads on Plate (BOP).

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	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1427
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	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Identify the major welding codes; identify welding procedures; Identify NDT test methods and welding discontinuities; Define Preheating & Heat Input.
Schedule	Week 1 – Weld Quality Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1427
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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Identify the major welding codes; identify welding procedures; Identify NDT test methods and welding discontinuities; Define Preheating & Heat Input.

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	586

Faculty	Clint Hutchins
Office	SS104
Phone	903-882-1232
email	chutchins@parisjc.edu

Course	WLDG 1427
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	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Identify the major welding codes; identify welding procedures; Identify NDT test methods and welding discontinuities; Define Preheating & Heat Input.
Schedule	Week 1 – Weld Quality Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1430
Title	Introduction to Multi Processes

Description	Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Describe welding positions with various joint designs; describe the effects of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspection; weld various types of structural material; and diagnose welding problems.
Schedule	Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in the industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024-2025	Faculty	John J Plemons
Term	Summer	Office	103
Section	585	Phone	903-782-0385
		email	jplemons@parisjc.edu

Course	WLDG 1430
Title	Introduction to Multi Processes

Description	Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Describe welding positions with various joint designs; describe the effects of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspection; weld various types of structural material; and diagnose welding problems.
Schedule	Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in the industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	586

Faculty	Clint Hutchins
Office	SS104
Phone	903-882-1232
email	chutchins@parisjc.edu

Course	WLDG 1430
Title	Introduction to Multi Processes

Description

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

Describe welding positions with various joint designs; describe the effects of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspection; weld various types of structural material; and diagnose welding problems.

Schedule

Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in the industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1434
Title	Introduction to Gas Tungsten Arc Welding (GTAW)

Description	Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Discuss Gas Tungsten Arc Welding (GTAW) Process; Describe Welding Currents for Gas Tungsten Arc Welding (GTAW); Define GTAW Electrodes; Describe Power Sources for GTAW; Discuss Shielding Gases for GTAW; Discuss Welding Stainless Steel with the GTAW
Schedule	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 ER70S6 filler rods.

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
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	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Discuss Gas Tungsten Arc Welding (GTAW) Process; Describe Welding Currents for Gas Tungsten Arc Welding (GTAW); Define GTAW Electrodes; Describe Power Sources for GTAW; Discuss Shielding Gases for GTAW; Discuss Welding Stainless Steel with the GTAW
Schedule	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 ER70S6 filler rods.

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	586

Faculty	Clint Hutchins
Office	SS104
Phone	903-882-1232
email	chutchins@parisjc.edu

Course	WLDG 1434
Title	Introduction to Gas Tungsten Arc Welding (GTAW)

Description	Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Discuss Gas Tungsten Arc Welding (GTAW) Process; Describe Welding Currents for Gas Tungsten Arc Welding (GTAW); Define GTAW Electrodes; Describe Power Sources for GTAW; Discuss Shielding Gases for GTAW; Discuss Welding Stainless Steel with the GTAW
Schedule	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 ER70S6 filler rods.

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1435
Title	Introduction to Pipe Welding

Description	An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Define Pipe, Industrial Use of Pipe, Advantages of Welding vs Threaded Pipe; Discuss Pipe Description and Sizing; Discuss Backing Rings; Discuss uses of Consumable Insert; Describe ASME Code for Pressure Piping, B31.1 Power Piping; Define & Discuss Heat Input,
Schedule	Week 1 – Weld Quality Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	SSC 103 Welding
Phone	903-782-0385
email	jplemonss@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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Define Pipe, Industrial Use of Pipe, Advantages of Welding vs Threaded Pipe; Discuss Pipe Description and Sizing; Discuss Backing Rings; Discuss uses of Consumable Insert; Describe ASME Code for Pressure Piping, B31.1 Power Piping; Define & Discuss Heat Input,

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		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	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Define Pipe, Industrial Use of Pipe, Advantages of Welding vs Threaded Pipe; Discuss Pipe Description and Sizing; Discuss Backing Rings; Discuss uses of Consumable Insert; Describe ASME Code for Pressure Piping, B31.1 Power Piping; Define & Discuss Heat Input,
Schedule	Week 1 – Weld Quality Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 1457
Title	Intermediate SMAW

Description

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Textbooks

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Principles of Operation for Shielded Metal Arc Welding; Discuss Welding Techniques Used for 2G, 3F, 3G, and 4F Positions; Discuss Air Carbon Arc Cutting and Gouging; Describe Structural Welding Code (AWS D1.1); Identify Visual Acceptance Criteria of the AWS

Schedule

Week 1 – Introduction to Construction Math
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Principles of Operation for Shielded Metal Arc Welding; Discuss Welding Techniques Used for 2G, 3F, 3G, and 4F Positions; Discuss Air Carbon Arc Cutting and Gouging; Describe Structural Welding Code (AWS D1.1); Identify Visual Acceptance Criteria of the AWS

Schedule

Week 1 – Introduction to Construction Math
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Spring
Section	566

Faculty	Clint Hutchins
Office	SS104
Phone	903-882-1232
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	6th Edition of NCCER Core, Welding Level 1, Welding Level 2
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe Principles of Operation for Shielded Metal Arc Welding; Discuss Welding Techniques Used for 2G, 3F, 3G, and 4F Positions; Discuss Air Carbon Arc Cutting and Gouging; Describe Structural Welding Code (AWS D1.1); Identify Visual Acceptance Criteria of the AWS
Schedule	Week 1 – Introduction to Construction Math Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 2413
Title	INTERMEDIATE WELDING USING MULTIPLE PROCESSES

Description

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Textbooks

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate skills training using more than one approved welding process; Apply knowledge on use of Welding Procedures; Develop welding procedures according to customer

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	SSC 103 Welding
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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate skills training using more than one approved welding process; Apply knowledge on use of Welding Procedures; Develop welding procedures according to customer

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate skills training using more than one approved welding process; Apply knowledge on use of Welding Procedures; Develop welding procedures according to customer

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 2447
Title	Advanced Gas Metal Arc Welding

Description	Advanced topics in gas metal arc welding (GMAW), Includes weling in various welding positions.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Demonstrate GMAW in various positions; describe safety practices and equipment use; describe the effects of welding parameters in GMAW; and weld various joint designs and perform inspections.
Schedule	Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in local industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions at higher wire feed speeds (WFS).

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 2447
Title	Advanced Gas Metal Arc Welding

Description	Advanced topics in gas metal arc welding (GMAW), Includes weling in various welding positions.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Demonstrate GMAW in various positions; describe safety practices and equipment use; describe the effects of welding parameters in GMAW; and weld various joint designs and perform inspections.
Schedule	Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in local industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions at higher wire feed speeds (WFS).

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024-2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		email	chutchins@parisjc.edu

Course	WLDG 2447
Title	Advanced Gas Metal Arc Welding

Description	Advanced topics in gas metal arc welding (GMAW), Includes weling in various welding positions.
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	Demonstrate GMAW in various positions; describe safety practices and equipment use; describe the effects of welding parameters in GMAW; and weld various joint designs and perform inspections.
Schedule	Week 1-15 Skills taught in this course will be hands on and lecture, decribing the Gas Metal Arc Welding processes and uses in local industry. Scheduled projects will be fillet/butt weld projects utilizing the GMAW processes in all positions at higher wire feed speeds (WFS).

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welc

Describe welding positions with various joint designs; describe the effect

ling (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

s of welding parameters in GMAW; apply safety rules; troubleshoot equipment used; perform visual inspe

ɛction; weld various types of structural material; and diagnose welding problems.

Paris Junior College Syllabus

Year	2024 -2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 2451
Title	Advanced Gas Tungsten Arc Welding (GTAW)

Description	Advanced topics in GTAW welding, including welding in various positions and directions.v
Textbooks	6th Edition of NCCER Core, Welding Level 1, Welding Level 2, Welding Level 3
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate proficiency in various welding positions; Describe the effects of welding parameters in GTAW; Diagnose welding problems; Perform visual inspection. Upon completion of this course the student should be able to demonstrate proficiency in the following: GTAW welding
Schedule	Week 1 – Weld Quality Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024 -2025
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	6th Edition of NCCER Core, Welding Level 1, Welding Level 2, Welding Level 3
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate proficiency in various welding positions; Describe the effects of welding parameters in GTAW; Diagnose welding problems; Perform visual inspection. Upon completion of this course the student should be able to demonstrate proficiency in the following: GTAW welding
Schedule	Week 1 – Weld Quality Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024 -2025	Faculty	Clint Hutchins
Term	Summer	Office	SS104
Section	586	Phone	903-882-1232
		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	6th Edition of NCCER Core, Welding Level 1, Welding Level 2, Welding Level 3
Student Learning Outcomes (SLO)	Upon completion of this course the student should be able to demonstrate proficiency in the following: Demonstrate proficiency in various welding positions; Describe the effects of welding parameters in GTAW; Diagnose welding problems; Perform visual inspection. Upon completion of this course the student should be able to demonstrate proficiency in the following: GTAW welding
Schedule	Week 1 – Weld Quality Week 2 – Welding Symbols Week 3 – Mechanical Properties Week 4 – Joint Fit-up and Alignment Week 5 – Base Metal Preparation Week 6 – SMAW - Equipment and Setup Week 7 – SMAW – Beads, Fillet and Groove welds Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	SUMMER
Section	185

Faculty	Matt Siddens
Office	AS119
Phone	903-782-0449
email	msiddens@parisjc.edu

Course	WLDG 2553
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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2, Welding Level 3

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe equipment and required pipe preparation and perform 6G welds using various electrodes on pipe. Upon completion of this course the student should be able to demonstrate proficiency in the following: 2" – 6G pipe

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 2553
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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2, Welding Level 3

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe equipment and required pipe preparation and perform 6G welds using various electrodes on pipe. Upon completion of this course the student should be able to demonstrate proficiency in the following: 2" – 6G pipe

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.

Paris Junior College Syllabus

Year	2024-2025
Term	Summer
Section	586

Faculty	Clint Hutchins
Office	SS104
Phone	903-882-1232
email	chutchins@parisjc.edu

Course	WLDG 2553
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

6th Edition of NCCER Core, Welding Level 1, Welding Level 2, Welding Level 3

Student Learning Outcomes (SLO)

Upon completion of this course the student should be able to demonstrate proficiency in the following: Describe equipment and required pipe preparation and perform 6G welds using various electrodes on pipe. Upon completion of this course the student should be able to demonstrate proficiency in the following: 2" – 6G pipe

Schedule

Week 1 – Weld Quality
Week 2 – Welding Symbols
Week 3 – Mechanical Properties
Week 4 – Joint Fit-up and Alignment
Week 5 – Base Metal Preparation
Week 6 – SMAW - Equipment and Setup
Week 7 – SMAW – Beads, Fillet and Groove welds
Week 8 – Open Root Groove welds

Evaluation methods	All projects, tests (Online/written/hands on), and daily attendance grades are diveded on a percentage basis for the semester grade.