Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	290

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

Course	ACNT 1303
Title	Introduction to Accounting I

Description

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

Textbooks

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

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

Student Learning Outcomes (SLO)

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

Schedule

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

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

Evaluation methods	Grades are based on completion of assessments which include homework, final exam, discussion board forum, and 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. Discussion Board - 5% Final Exam - 35% Homework - 60%signments 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 “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible. Viewing Grades: Grades are usually posted in BlackBoard within one week following the due date.

BCIS 1305.535
Business Computer Applications
Summer 1 2024

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.0716
Email: mkjellander@parisjc.edu
Office Hours: Monday and Wednesday 1:00-4:00

Meeting Location: SSC 111
Meeting Days: Monday/Wednesday
Meeting Times: 8:00-10:10

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

Strict adherence to the following will be in place effective August 1, 2020:

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

PJC will continue to monitor the pandemic in order to take all precautions necessary to maintain a safe and healthy environment for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for any updates that might affect you.

Course 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

Required Textbook(s) and Materials:
Cengage Unlimited
(4 Months) 978-0-357-70000-6
USB Flash drive

Course Goals and 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.

Course Schedule:

Week 1: Intro to CENGAGE and Fundamentals of Information Technology Concepts
Week 2: Creating, Formatting, and Editing a Word Document with a Picture
Week 3: Creating a Research Paper with References and Sources
Week 4: Word Assessment
Week 5: Creating a Worksheet and a Chart
Week 6: Formulas, Functions, and Formatting
Week 7: Working with Large Worksheets, Charting, and What-If Analysis
Week 8: Financial Functions, Data Tables, and Amortization Schedules
Week 9: Excel Exam
Week 10: Databases and Database Objects: An Introduction
Week 11: Querying a Database
Week 12: Access Exam
Week 14: Creating and Editing a Presentation with Pictures
Week 15: Enhancing a Presentation with Pictures, Shapes, and WordArt
Week 16: PowerPoint Assessment and Final Exam

Course Requirements and Evaluation:

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

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

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

40% EXAMS
40%Labs and Assignments
20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

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

EXAMS(40%):

Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your SAM course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at SAM. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be two projects for each chapter. Instructions for the textbook projects are located in the corresponding chapter for the assignment. Textbook projects have step-by-step instructions. The Start file and any resource files for textbook projects must be downloaded from SAM. SAM projects will consist of an instructional document, a start file, and a resource file, if applicable. This start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document twice before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. I recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets online via the Internet through the Blackboard [Bb] Learning Management System Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.

- It is the student's responsibility to maintain reliable computer equipment and internet service.
- It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.

2. Students ***MUST*** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students ***MUST*** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.
4. Students ***MUST*** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
   - Manage files on their storage devices,
   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2016 or 365 that includes **Word, PowerPoint, Excel, and Access**.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the PJC Lab to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet provider. PJC provides computers with the necessary software and internet connections in the campus labs.
2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for SAM is located on your SAM login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 on the Greenville Campus and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by September 20 at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

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 19, 2020

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.

BCIS 1301.130
Business Computer Applications
Summer I 2024

Instructor: Marjorie Pannell
Office: AS 140
Phone: 903.782.0360
Email: mpannell@parisjc.edu
Office Hours: By Appointment

Meeting Location: AS 128
Meeting Days: Tuesday/Thursday
Meeting Times: 8:00AM – 10:10AM

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:
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

Required Textbook(s) and Materials:
Cengage Unlimited
(4 Months) 978-0-357-70000-6
You will be able to purchase this code by logging into your Blackboard class and clicking on the Assignments link in the left navigation pane. You can then click on any assignment folder and be linked to Cengage where you set up an account and either enter an access code if you purchased it at the book store, or purchase the code from Cengage. The code will give you access to all assignments and the textbook. You MUST have this code to complete the class.

USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

Course Goals and 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.

Course Schedule:

Course Calendar
BCIS 1305

Schedule may change at Instructor's discretion…

Due Dates are the dates that the corresponding assignments, quizzes or exams are due. Anything that is due but not submitted at this time will receive a zero. This will bring down the grade showing in Blackboard or SAM.

Due Date: July 16	**Purchase Cengage Unlimited** **Purchase a USB Flash if working on a public computer.** **Read all documents in Blackboard and view SAM and Blackboard Videos.** **Complete First Assignment (Located on Assignments Page in Blackboard)** **(A) Word – Module 1 – Textbook Project** **(B) Word – Module 1 – SAM Project 1a** **(C) Word 1 Quiz**
Due Date: July 18	**(D) Word – Module 2 – Textbook Project** **(E) Word – Module 2 – SAM Project** **(F) Word 2 Quiz** **(G) Word Exam**
Due Date: July 23	**(H) PowerPoint– Module 1 – Textbook Project** **(I) PowerPoint – Module 1 – SAM Project 1a** **(J) PowerPoint 1 Quiz**
Due Date: July 25	**(K) PowerPoint – Module 2 – Textbook Project** **(L) PowerPoint – Module 2 – SAM Project** **(M) PowerPoint 2 Quiz** **(N) PowerPoint Exam**
Due Date: July 30	**(O) Excel – Module 1 – Textbook Project** **(P) Excel – Module 1 – SAM Project** **(Q) Excel 1 Quiz**
Due Date: August 1	**(R) Excel – Module 2 – Textbook Project** **(S) Excel – Module 2 – SAM Project** **(T) Excel 2 Quiz**
Due Date: August 6	**(U) Excel – Module 3 – Textbook Project** **(V) Excel – Module 3 – SAM Project** **(W) Excel 3 Quiz**
Due Date: August 8	**(X) Excel– Module 4 – Textbook Project** **(Y) Excel – Module 4 – SAM Project** **(Z) Excel 4 Quiz** **(ZA) Excel Exam**
Due Date: August 13	**(ZB) Access – Module 1 – Textbook Project** **(ZC) Access – Module 1 – SAM Project 1a** **(ZD) Access 1 Quiz**
Due Date: August 15	**(ZE) Access-Module 2-Textbook Project** **(ZF) Access-Module 2- SAM Project 1a** **(ZG) Access-Module 2 Quiz** **(ZH) Access Exam** **(ZI) Final exam**

Course Requirements and Evaluation:

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.*

The grade that you see in Cengage or Blackboard is a running average which means that it averages only what has been submitted and does not average in assignments that are due but not submitted. When I pull grades, zeros will be added for missing assignments and the grade will be lower than what you see online.

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

40% EXAMS
40% Labs and Assignments
20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

90 – 100 = A
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70 – 79 = C
60 – 69 = D
0 – 59 = F

EXAMS(40%):

Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your Cengage course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at Cengage. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be a Textbook project and a SAM Project for each module.

Textbook Projects: There will be a folder on the Assignments link in Blackboard for each module that is assigned. There will be a video located in the folder to walk you through the textbook projects. This folder will also contain a link to a textbook project, SAM project and quiz for each module with links to your Start File and any resource files needed for each one. There are also step-by-step instructions in the book for Textbook assignments.

Cengage Projects: Cengage projects will consist of an instructional document, a start file, and a resource file, if applicable and links can be found in the related folder on the Assignments page. The start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document two more times before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be

recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. It is recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets in Applied Science, room 142, on Tuesday and Thursday from 8:00AM – 10:20AM and via the Internet through the Blackboard [Bb] Learning Management System and Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.
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   - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
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5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
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   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2019 or 365 that includes **Word, PowerPoint, Excel, and Access**. Instructions for downloading the software are on the Start Here page for this class.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

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3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.
5. Students are expected to have access to a personal computer with Microsoft Office 2019 or Office 365. There are instructions on the Start Here page for this class for downloading the software if you do not already have access. **Projects will not work on a Chromebook and many will not work on a Mac.**

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for CENGAGE is located on your CENGAGE login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 at the Greenville Center and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by July 18, at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online and hybrid 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 7. You will need to go to mypjc.parisjc.edu and log in to fill out the withdrawal form **before** this date in order to be dropped from the class.

Class Conduct:
All cell phones, personal digital assistants (PDAs) and other electronic devices must be turned off or in silent mode while in class. Under no circumstances should a cell phone or other electronic device sound during class. If a cell phone or other electronic device does sound during class the student may be asked to leave for the remained of the period. The only exception to this rule includes peace officers, EMT, EMS, or other emergency personnel, and their devices should be in silent mode.

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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BCIS 1305.435
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Summer 2 2024

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.0716
Email: mkjellander@parisjc.edu
Meeting Location: GC 131
Meeting Days: Monday/Wednesday
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6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
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Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your SAM course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at SAM. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be two projects for each chapter. Instructions for the textbook projects are located in the corresponding chapter for the assignment. Textbook projects have step-by-step instructions. The Start file and any resource files for textbook projects must be downloaded from SAM. SAM projects will consist of an instructional document, a start file, and a resource file, if applicable. This start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document twice before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. I recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets online via the Internet through the Blackboard [Bb] Learning Management System Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.

- It is the student's responsibility to maintain reliable computer equipment and internet service.
- It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.

2. Students ***MUST*** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students ***MUST*** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.
4. Students ***MUST*** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
   - Manage files on their storage devices,
   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2016 or 365 that includes **Word, PowerPoint, Excel, and Access**.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the PJC Lab to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet provider. PJC provides computers with the necessary software and internet connections in the campus labs.
2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for SAM is located on your SAM login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 on the Greenville Campus and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by September 20 at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

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 19, 2020

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.

BCIS 1301.250
Business Computer Applications
Summer I 2024

Instructor: Marjorie Pannell
Office: AS 140
Phone: 903.782.0360
Email: mpannell@parisjc.edu
Office Hours: By Appointment

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

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:
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

Required Textbook(s) and Materials:
Cengage Unlimited
(4 Months) 978-0-357-70000-6
You will be able to purchase this code by logging into your Blackboard class and clicking on the Assignments link in the left navigation pane. You can then click on any assignment folder and be linked to Cengage where you set up an account and either enter an access code if you purchased it at the book store, or purchase the code from Cengage. The code will give you access to all assignments and the textbook. You MUST have this code to complete the class.

USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

Course Goals and 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.

Course Schedule:

Course Calendar
BCIS 1305

Schedule may change at Instructor's discretion…

Due Dates are the dates that the corresponding assignments, quizzes or exams are due. Anything that is due but not submitted at this time will receive a zero. This will bring down the grade showing in Blackboard or SAM.

Due Date: June 4	**Purchase Cengage Unlimited** **Purchase a USB Flash if working on a public computer.** **Read all documents in Blackboard and view SAM and Blackboard Videos.** **Complete First Assignment (Located on Assignments Page in Blackboard)** **(A) Word – Module 1 – Textbook Project** **(B) Word – Module 1 – SAM Project 1a** **(C) Word 1 Quiz**
Due Date: June 7	**(D) Word – Module 2 – Textbook Project** **(E) Word – Module 2 – SAM Project** **(F) Word 2 Quiz** **(G) Word Exam**
Due Date: June 10	**(H) PowerPoint– Module 1 – Textbook Project** **(I) PowerPoint – Module 1 – SAM Project 1a** **(J) PowerPoint 1 Quiz**
Due Date: June 13	**(K) PowerPoint – Module 2 – Textbook Project** **(L) PowerPoint – Module 2 – SAM Project** **(M) PowerPoint 2 Quiz** **(N) PowerPoint Exam**
Due Date: June 17	**(O) Excel – Module 1 – Textbook Project** **(P) Excel – Module 1 – SAM Project** **(Q) Excel 1 Quiz**
Due Date: June 20	**(R) Excel – Module 2 – Textbook Project** **(S) Excel – Module 2 – SAM Project** **(T) Excel 2 Quiz**
Due Date: June 24	**(U) Excel – Module 3 – Textbook Project** **(V) Excel – Module 3 – SAM Project** **(W) Excel 3 Quiz**
Due Date: June 27	**(X) Excel– Module 4 – Textbook Project** **(Y) Excel – Module 4 – SAM Project** **(Z) Excel 4 Quiz** **(ZA) Excel Exam**
Due Date: July 1	**(ZB) Access – Module 1 – Textbook Project** **(ZC) Access – Module 1 – SAM Project 1a** **(ZD) Access 1 Quiz**
Due Date: July 5	**(ZE) Access-Module 2-Textbook Project** **(ZF) Access-Module 2- SAM Project 1a** **(ZG) Access-Module 2 Quiz**
Due Date: July 8	**(ZH) Access Exam** **(ZI) Final Exam**

Course Requirements and Evaluation:

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.*

The grade that you see in Cengage or Blackboard is a running average which means that it averages only what has been submitted and does not average in assignments that are due but not submitted. When I pull grades, zeros will be added for missing assignments and the grade will be lower than what you see online.

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

40% EXAMS
40% Labs and Assignments
20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

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

EXAMS(40%):

Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your Cengage course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at Cengage. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be a Textbook project and a SAM Project for each module.

Textbook Projects: There will be a folder on the Assignments link in Blackboard for each module that is assigned. There will be a video located in the folder to walk you through the textbook projects. This folder will also contain a link to a textbook project, SAM project and quiz for each module with links to your Start File and any resource files needed for each one. There are also step-by-step instructions in the book for Textbook assignments.

Cengage Projects: Cengage projects will consist of an instructional document, a start file, and a resource file, if applicable and links can be found in the related folder on the Assignments page. The start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document two more times before the respective project's availability period terminates totaling

three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. It is recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets via the Internet through the Blackboard [Bb] Learning Management System and Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.
   - It is the student's responsibility to maintain reliable computer equipment and internet service.
   - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
2. Students ***MUST*** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students ***MUST*** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.
4. Students ***MUST*** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
   - Manage files on their storage devices,
   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2019 or 365 that includes **Word, PowerPoint, Excel, and Access**. Instructions for downloading the software are on the Start Here page for this class.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the PJC Lab to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet provider. PJC provides computers with the necessary software and internet connections in labs on the Paris campus and the Greenville and Sulphur Springs centers.
2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.
5. Students are expected to have access to a personal computer with Microsoft Office 2019 or Office 365. There are instructions on the Start Here page for this class for downloading the software if you do not already have access. **Projects will not work on a Chromebook and many will not work on a Mac.**

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for CENGAGE is located on your CENGAGE login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 at the Greenville Center and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by June 6, at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online and hybrid 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 3. You will need to go to mypjc.parisjc.edu and log in to fill out the withdrawal form **before** this date in order to be dropped from the class.

Class Conduct:
All cell phones, personal digital assistants (PDAs) and other electronic devices must be turned off or in silent mode while in class. Under no circumstances should a cell phone or other electronic device sound during class. If a cell phone or other electronic device does sound during class the student may be asked to leave for the remained of the period. The only exception to this rule includes peace officers, EMT, EMS, or other emergency personnel, and their devices should be in silent mode.

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.

BUSG 1301.290
Introduction to Business
Extended Summer 2024

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

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:
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.

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

Students can opt to purchase Cengage Unlimited:
Cengage Unlimited is the first-of-its-kind digital subscription that gives students total and on-demand access to all the digital learning platforms, ebooks, online homework and study tools Cengage has to offer—in one place, for one price. It's unlimited all-you-can-learn access to a library of more than 22,000 products for $119.99 per semester, no matter how many Cengage materials students use. A Cengage Unlimited subscription is less than the cost of individual Cengage course materials.

(Digital resources) are required for this course. You can purchase the subscription (digital access) at the bookstore or directly from Cengage at Cengagebrain.com when you register your course materials.

If you purchase a Cengage Unlimited subscription, you can access all digital course materials without any additional cost. With Cengage Unlimited access, all digital Cengage course materials for this term are provided with your subscription. **No additional purchase is required**. Please note that if the total cost for Cengage course materials for all your courses exceeds $119.99, then Cengage Unlimited is the best value for this course.

An optional hard copy text can be rented for only the cost of shipping ($7.99 – includes return) or loose-leaf texts can be purchased at a nominal cost at the end of the subscription. Details are available once you activate your Cengage Unlimited subscription.

From a cost standpoint, Cengage Unlimited is the best value because it includes ALL published materials that Cengage offers.

Other Course Materials:
MindTap Printed Access Card (bundled with textbook).

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:

Week 1:	IceBreaker Discussion Board Syllabus Quiz Register for MindTap
Week 2:	Chapter 1: Exploring the World of Business and Economics
Week 3:	Chapter 2: Ethics and Social Responsibility in Business
Week 4:	Chapter 3: Global Business Part 1 Video Project
Week 5:	Chapter 4: Choosing a Form of Business Ownership
Week 6:	Chapter 5: Small Business, Entrepreneurship, and Franchises Part 2 Video Project
Week 7:	Chapter 6: Understanding the Management Process
Week 8:	Chapter 7: Creating a Flexible Organization
Week 9	Chapter 8: Producing Quality Goods and Services Part 3 Video Project
Week 10	Chapter 14: Exploring Social Media and e-Business
Week 11	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 20**) to avoid being dropped.

This is an **11-week** course that runs from **June 3** to **August 15**.

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:

575 – 639 = A	90 - 100 = A
511 – 574 = B	80 - 89 = B
447 – 510 = C	70 - 79 = C
383 – 446 = D	60 - 69 = D
0 – 382 = 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 25**.

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.

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.

Important Dates:
Official Report Date is **June 20**.
Last Day to Drop Classes with a "W" is **July 25**.
Independence Day Holiday is **July 4**.
Final Exams is **August 14 - 15**.

All assignments must be completed by **11:59 p.m., Wednesday, August 14**.

The above schedule, policies, procedures and assessments in this course are subject to change in the event of extenuating circumstances. If you have any questions or concerns about the syllabus, please e-mail the Instructor so that these concerns may be addressed.

Paris Junior College Syllabus

Year	2023-2024	Faculty	Wanda Duncan
Term	Summer	Office	AS 155
Section	290	Phone	903-782-0378
		email	wduncan@parisjc.edu

Course	BUSG 1301
Title	Introduction to Business

Description

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

Textbooks

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

Student Learning Outcomes (SLO)

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

Schedule

Week 1: Introduction and Syllabus Quiz
Week 2: Chapter 1
Week 3: Chapter 2
Week 4: Chapter 3 & Part 1
Week 5: Chapter 4
Week 6: Chapter 5 & Part 2
Week 7: Chapter 6
Week 8: Chapter 7
Week 9: Chapter 8 & Part 3
Week 10: Chapter 14
Week 11: Complete any missing assignments

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

Evaluation methods	Grades are based on a point system for completion of assessments which include Assessments, Video Quizzes, Learn Its, Part 1 - 3 Activities, 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: 575 - 639 = A 511 - 574 = B 447 - 510 = C 383 - 446 = D 0 - 382 = F The assessments are broken-down as follows: Syllabus Quiz = 1 assessment BlackBoard Discussion Board Forum = 1 assessment Assessments = 8 assessments Video Quizzes = 8 assessments Learn Its - 56 assessments Part 1 -3 Activities = 3 assessments Grades are usually posted in BlackBoard immediately or a couple hours after you submit the assessment(s).

Course Calendar
Summer 1 2024
COSC 1301

Schedule may change at Instructor's discretion…

Completion Date: June 8	**Purchase Cengage Unlimited** **Purchase a USB Flash if working on the campus computers.** **Read all documents in Blackboard and view SAM and Blackboard Videos.** **Complete First Assignment (Located on Assignments Page in Blackboard)** **(A) Word – Module 1 – Textbook Project** **(B) Word – Module 1 – SAM Project 1a** **(C) Word 1 Quiz** **(D) Word – Module 2 – Textbook Project** **(E) Word – Module 2 – SAM Project 1a** **(F) Word 2 Quiz** **(G) Word Exam**
Completion Date: June 15	**(H) Word – Module 3 – Textbook Project** **(I) Word – Module 3 SAM Project 1a** **(J) Word – Module 3 Quiz** **(K) Excel – Module 1 – Textbook Project** **(L) Excel – Module 1 – SAM Project 1a** **(M) Excel 1 Quiz**
Completion Date: June 22	**(N) Excel – Module 2 – Textbook Project** **(O) Excel – Module 2 – SAM Project 1a** **(P) Excel 2 Quiz** **(Q) Excel Exam** **(R) Access – Module 1 – Textbook Project** **(S) Access – Module 1 – SAM Project 1a** **(T) Access 1 Quiz**
Completion Date: June 29	**(U) Access – Module 2 – Textbook Project** **(V) Access – Module 3 – SAM Project 1a** **(W) Access 2 Quiz** **(X) Access Exam** **(Y) PowerPoint – Module 1 – Textbook Project** **(Z) PowerPoint – Module 1 – SAM Project 1** **(AA) PowerPoint 1 Quiz**
Completion Date: July 6	**(BB) PowerPoint – Module 2 – Textbook Project** **(CC) PowerPoint – Module 2 – SAM Project** **(DD) PowerPoint 2 Quiz and PowerPoint Exam** **(EE) PowerPoint – Module 3 – Textbook Project** **(FF) PowerPoint – Module 3 – SAM Project 1a** **(GG) PowerPoint – Module 3 Quiz** **(HH) PowerPoint Exam** **(II) Final Exam**

COSC 1301.530
Introduction to Computing
Summer 2 2024

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu
Office Hours: Monday and Wednesday 1:00 – 4:00

Meeting Location: SSC 113
Meeting Days: Monday/Wednesday
Meeting Times: 10a-12p

COVID-19

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

Strict adherence to the following will be in place effective August 1, 2020:

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

PJC will continue to monitor the pandemic in order to take all precautions necessary to maintain a safe and healthy environment for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for any updates that might affect you.

Course 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.

3 Credit Hours 2 Lecture Hours 4 Lab Hours

Required Textbook(s) and Materials:

Cengage Unlimited
(4 Months) 978-0-357-70000-6
USB Flash drive

Course Goals and 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.

Course Schedule:

Week 1: Intro to CENGAGE and Fundamentals of Information Technology Concepts
Week 2 Creating and Modifying a Flyer
Week 3 Creating a Research Paper
Week 4 Creating a Business Letter
Week 5 Word Assessment
Week 6 Creating a Worksheet and a Chart
Week 7 Formulas, Functions, and Formatting
Week 8 Spreadsheet Assessment
Week 9 Databases and Database Objects: An Intro
Week 10 Querying a Database
Week 11: Database Assessment
Week 12 Creating and Editing Presentations with Pictures
Week 13 Enhancing Presentations with Shapes and SmartArt
Week 14 Inserting WordArt, Charts, and Tables
Week 15: PowerPoint Assessment and Final Exam

Course Requirements and Evaluation:

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

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

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

40% EXAMS
40% Labs and Assignments
20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

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

EXAMS(40%):

Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your Cengage course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at Cengage. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be two projects for each chapter. Instructions for the textbook projects are located in the corresponding chapter for the assignment. Textbook projects have step-by-step instructions. The Start file and any resource files for textbook projects must be downloaded from Cengage. Cengage projects will consist of an instructional document, a start file, and a resource file, if applicable. This start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document twice before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. It is recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets in the Applied Science building in room 142 on the Paris Campus and via the internet and through the Blackboard [Bb] Learning Management System and Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.
   - It is the student's responsibility to maintain reliable computer equipment and internet service.
   - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
2. Students ***MUST*** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students ***MUST*** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.

4. Students ***MUST*** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
   - Manage files on their storage devices,
   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2016 or 365 that includes **Word, PowerPoint, Excel, and Access**.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the PJC Lab to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet provider. PJC provides computers with the necessary software and internet connections in the campus labs.
2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for CENGAGE is located on your CENGAGE login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 on the Greenville Campus and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by September 20, at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

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 19, 2020.

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.

COSC 1301.130
Introduction to Computing
Summer I 2024

Instructor: Marjorie Pannell
Office: AS 140
Phone: 903.782.0360
Email: mpannell@parisjc.edu
Office Hours: By Appointment

Meeting Location: AS 128
Meeting Days: Tuesday/Thursday
Meeting Times: 10:20AM – 12:30 PM

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:
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.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Required Textbook(s) and Materials:
Cengage Unlimited
(4 Months) 978-0-357-70000-6
You will be able to purchase this code by logging into your Blackboard class and clicking on the Assignments link in the left navigation pane. You can then click on any assignment folder and be linked to Cengage where you set up an account and either enter an access code if you purchased it at the book store, or purchase the code from Cengage. The code will give you access to all assignments and the textbook. You MUST have this code to complete the class.

USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

Course Goals and 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.

Course Schedule:

Course Calendar
COSC1301

Schedule may change at Instructor's discretion…

Due Dates are the dates that the corresponding assignments, quizzes or exams are due. Anything that is due but not submitted at this time will receive a zero. This will bring down the grade showing in Blackboard or SAM.

Due Date: July 16	**Purchase Cengage Unlimited** **Purchase a USB Flash if working on a public computer.** **Read all documents in Blackboard and view SAM and Blackboard Videos.** **Complete First Assignment (Located on Assignments Page in Blackboard)** **(A) Word – Module 1 – Textbook Project** **(B) Word – Module 1 – SAM Project 1a** **(C) Word 1 Quiz**
Due Date: July 18	**(D) Word – Module 2 – Textbook Project** **(E) Word – Module 2 – SAM Project 1a** **(F) Word 2 Quiz**
Due Date: July 23	**(G) Word Exam**
Due Date: July 25	**(H) PowerPoint– Module 1 – Textbook Project** **(I) PowerPoint – Module 1 – SAM Project 1a** **(J) PowerPoint 1 Quiz**
Due Date: July 30	**(K) PowerPoint – Module 2 – Textbook Project** **(L) PowerPoint – Module 2 – SAM Project 1a** **(M) PowerPoint 2 Quiz** **(N) PowerPoint Exam**
Due Date: August 1	**(U) Excel – Module 1 – Textbook Project** **(V) Excel – Module 1 – SAM Project 1a** **(W) Excel 1 Quiz**
Due Date: August 6	**(X) Excel– Module 2 – Textbook Project** **(Y) Excel – Module 2 – SAM Project 1** **(Z) Excel 2 Quiz** **(ZA) Excel Exam**
Due Date: August 8	**(ZB) Access – Module 1 – Textbook Project** **(ZC) Access – Module 1 – SAM Project 1a** **(ZD) Access 1 Quiz**
Due Date: August 13	**(ZE) Access-Module 2-Textbook Project** **(ZF) Access-Module 2- SAM Project 1a** **(ZG) Access-Module 2 Quiz**
Due Date: August 15	**(ZH) Access Exam** **(ZI) Final Exam**

Course Requirements and Evaluation:

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.*

The grade that you see in Cengage or Blackboard is a running average which means that it averages only what has been submitted and does not average in assignments that are due but

not submitted. When I pull grades, zeros will be added for missing assignments and the grade will be lower than what you see online.

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

40% EXAMS
40% Labs and Assignments
20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

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

EXAMS(40%):

Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your Cengage course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at Cengage. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be a Textbook project and a SAM Project for each module.

Textbook Projects: There will be a folder on the Assignments link in Blackboard for each module that is assigned. There will be a video located in the folder to walk you through the textbook projects. This folder will also contain a link to a textbook project, SAM project and quiz for each module with links to your Start File and any resource files needed for each one. There are also step-by-step instructions in the book for Textbook assignments.

Cengage Projects: Cengage projects will consist of an instructional document, a start file, and a resource file, if applicable and links can be found in the related folder on the Assignments page. The start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document two more times before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. It is recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets in room 142 of the Applied Science building from 10:20 AM to 12:30 PM on Tuesdays and Thursdays and via the Internet through the Blackboard [Bb] Learning Management System and Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.
   - It is the student's responsibility to maintain reliable computer equipment and internet service.
   - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
2. Students ***MUST*** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students ***MUST*** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.
4. Students ***MUST*** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
   - Manage files on their storage devices,
   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2019 or 365 that includes **Word, PowerPoint, Excel, and Access**. Instructions for downloading the software are on the Start Here page for this class.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the PJC Lab to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet

provider. PJC provides computers with the necessary software and internet connections in labs on the Paris campus and the Greenville and Sulphur Springs centers.

2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.
5. Students are expected to have access to a personal computer with Microsoft Office 2019 or Office 365. There are instructions on the Start Here page for this class for downloading the software if you do not already have access. **Projects will not work on a Chromebook and many will not work on a Mac.**

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for CENGAGE is located on your CENGAGE login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 at the Greenville Center and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by July 18, at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online and hybrid 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 7. You will need to go to mypjc.parisjc.edu and log in to fill out the withdrawal form **before** this date in order to be dropped from the class.

Class Conduct:
All cell phones, personal digital assistants (PDAs) and other electronic devices must be turned off or in silent mode while in class. Under no circumstances should a cell phone or other electronic device sound during class. If a cell phone or other electronic device does sound during class the student may be asked to leave for the remained of the period. The only exception to this rule includes peace officers, EMT, EMS, or other emergency personnel, and their devices should be in silent mode.

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 Calendar
Summer 2 2024
COSC 1301

Schedule may change at Instructor's discretion…

Completion Date: **July 20**	Purchase Cengage Unlimited Purchase a USB Flash if working on the campus computers. Read all documents in Blackboard and view SAM and Blackboard Videos. Complete First Assignment (Located on Assignments Page in Blackboard) **(A)** Word – Module 1 – Textbook Project **(B)** Word – Module 1 – SAM Project 1a **(C)** Word 1 Quiz **(D)** Word – Module 2 – Textbook Project **(E)** Word – Module 2 – SAM Project 1a **(F)** Word 2 Quiz **(G)** Word Exam
Completion Date: **July 27**	**(H)** Word – Module 3 – Textbook Project **(I)** Word – Module 3 SAM Project 1a **(J)** Word – Module 3 Quiz **(K)** Excel – Module 1 – Textbook Project **(L)** Excel – Module 1 – SAM Project 1a **(M)** Excel 1 Quiz
Completion Date: **Aug 3**	**(N)** Excel – Module 2 – Textbook Project **(O)** Excel – Module 2 – SAM Project 1a **(P)** Excel 2 Quiz **(Q)** Excel Exam **(R)** Access – Module 1 – Textbook Project **(S)** Access – Module 1 – SAM Project 1a **(T)** Access 1 Quiz
Completion Date: **Aug 10**	**(U)** Access – Module 2 – Textbook Project **(V)** Access – Module 3 – SAM Project 1a **(W)** Access 2 Quiz **(X)** Access Exam **(Y)** PowerPoint – Module 1 – Textbook Project **(Z)** PowerPoint – Module 1 – SAM Project 1 **(AA)** PowerPoint 1 Quiz
Completion Date: **Aug 17**	**(BB)** PowerPoint – Module 2 – Textbook Project **(CC)** PowerPoint – Module 2 – SAM Project **(DD)** PowerPoint 2 Quiz and PowerPoint Exam **(EE)** PowerPoint – Module 3 – Textbook Project **(FF)** PowerPoint – Module 3 – SAM Project 1a **(GG)** PowerPoint – Module 3 Quiz **(HH)** PowerPoint Exam **(II)** Final Exam

COSC 1301.430
Introduction to Computing
Summer 2 2024

Instructor: Dr. Mark Kjellander
Office: GC 209
Phone: 903.782.8716
Email: mkjellander@parisjc.edu
Office Hours: Monday and Wednesday 1:00 – 4:00

Meeting Location: GC 121
Meeting Days: Monday/Wednesday
Meeting Times: 10a-12p

COVID-19

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

Strict adherence to the following will be in place effective August 1, 2020:

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

PJC will continue to monitor the pandemic in order to take all precautions necessary to maintain a safe and healthy environment for our campus. Please continue to check the PJC website and your DragonMail before coming to campus for any updates that might affect you.

Course 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.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Required Textbook(s) and Materials:

Cengage Unlimited
(4 Months) 978-0-357-70000-6
USB Flash drive

Course Goals and 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.

Course Schedule:

Week 1: Intro to CENGAGE and Fundamentals of Information Technology Concepts
Week 2 Creating and Modifying a Flyer
Week 3 Creating a Research Paper
Week 4 Creating a Business Letter
Week 5 Word Assessment
Week 6 Creating a Worksheet and a Chart
Week 7 Formulas, Functions, and Formatting
Week 8 Spreadsheet Assessment
Week 9 Databases and Database Objects: An Intro
Week 10 Querying a Database
Week 11: Database Assessment
Week 12 Creating and Editing Presentations with Pictures
Week 13 Enhancing Presentations with Shapes and SmartArt
Week 14 Inserting WordArt, Charts, and Tables
Week 15: PowerPoint Assessment and Final Exam

Course Requirements and Evaluation:

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

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

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

40% EXAMS
40% Labs and Assignments
20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

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

EXAMS(40%):

Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your Cengage course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at Cengage. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be two projects for each chapter. Instructions for the textbook projects are located in the corresponding chapter for the assignment. Textbook projects have step-by-step instructions. The Start file and any resource files for textbook projects must be downloaded from Cengage. Cengage projects will consist of an instructional document, a start file, and a resource file, if applicable. This start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document twice before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. It is recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets in the Applied Science building in room 142 on the Paris Campus and via the internet and through the Blackboard [Bb] Learning Management System and Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.
   - It is the student's responsibility to maintain reliable computer equipment and internet service.
   - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
2. Students ***MUST*** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students ***MUST*** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.

4. Students ***MUST*** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
   - Manage files on their storage devices,
   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2016 or 365 that includes **Word, PowerPoint, Excel, and Access**.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the PJC Lab to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet provider. PJC provides computers with the necessary software and internet connections in the campus labs.
2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for CENGAGE is located on your CENGAGE login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 on the Greenville Campus and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by September 20, at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

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 19, 2020.

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.

COSC 1301.165
Introduction to Computing
Summer I 2024

Instructor: Marjorie Pannell
Office: AS 140
Phone: 903.782.0360
Email: mpannell@parisjc.edu
Office Hours: By Appointment

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

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:
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.
3 Credit Hours 2 Lecture Hours 4 Lab Hours

Required Textbook(s) and Materials:
Cengage Unlimited
(4 Months) 978-0-357-70000-6
You will be able to purchase this code by logging into your Blackboard class and clicking on the Assignments link in the left navigation pane. You can then click on any assignment folder and be linked to Cengage where you set up an account and either enter an access code if you purchased it at the book store, or purchase the code from Cengage. The code will give you access to all assignments and the textbook. You MUST have this code to complete the class.

USB Flash drive to save your assignments if you are working on a public computer (including the computers in Paris, Greenville, and Sulphur Springs centers.)

Course Goals and 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.

Course Schedule:

Course Calendar
COSC1301

Schedule may change at Instructor's discretion…

Due Dates are the dates that the corresponding assignments, quizzes or exams are due. Anything that is due but not submitted at this time will receive a zero. This will bring down the grade showing in Blackboard or SAM.

Due Date: June 4	**Purchase Cengage Unlimited** **Purchase a USB Flash if working on a public computer.** **Read all documents in Blackboard and view SAM and Blackboard Videos.** **Complete First Assignment (Located on Assignments Page in Blackboard)** **(A) Word – Module 1 – Textbook Project** **(B) Word – Module 1 – SAM Project 1a** **(C) Word 1 Quiz**
Due Date: June 7	**(D) Word – Module 2 – Textbook Project** **(E) Word – Module 2 – SAM Project 1a** **(F) Word 2 Quiz**
Due Date: June 10	**(G) Word -Module 3- Textbook Project** **(H) Word – Module 3 – SAM Project 1a** **(I) Word 3 Quiz** **(J) Word Exam**
Due Date: June 13	**(K) PowerPoint– Module 1 – Textbook Project** **(L) PowerPoint – Module 1 – SAM Project 1a** **(M) PowerPoint 1 Quiz**
Due Date: June 17	**(N) PowerPoint – Module 2 – Textbook Project** **(O) PowerPoint – Module 2 – SAM Project 1a** **(P) PowerPoint 2 Quiz**
Due Date: June 20	**(Q) PowerPoint – Module 3 – Textbook Project** **(R) PowerPoint – Module 3 – SAM Project 1a** **(S) PowerPoint 3 Quiz** **(T) PowerPoint Exams**
Due Date: June 24	**(U) Excel – Module 1 – Textbook Project** **(V) Excel – Module 1 – SAM Project 1a** **(W) Excel 1 Quiz**
Due Date: June 27	**(X) Excel– Module 2 – Textbook Project** **(Y) Excel – Module 2 – SAM Project 1** **(Z) Excel 2 Quiz** **(ZA) Excel Exam**
Due Date: July 1	**(ZB) Access – Module 1 – Textbook Project** **(ZC) Access – Module 1 – SAM Project 1a** **(ZD) Access 1 Quiz**
Due Date: July 5	**(ZE) Access-Module 2-Textbook Project** **(ZF) Access-Module 2- SAM Project 1a** **(ZG) Access-Module 2 Quiz**
Due Date: July 8	**(ZH) Access Exam** **(ZI) Final Exam**

Course Requirements and Evaluation:

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.*

The grade that you see in Cengage or Blackboard is a running average which means that it averages only what has been submitted and does not average in assignments that are due but not submitted. When I pull grades, zeros will be added for missing assignments and the grade will be lower than what you see online.

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

40% EXAMS
40% Labs and Assignments
20% Quizzes

COURSE GRADE = (Average Exams * .40) + (Average Assignments * .40) + (Average Quizzes *.20)

GRADE SCALE is based on calculated Course average:

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

EXAMS(40%):

Exams demonstrate the students acquired skill of a software application. There will be four Hands-On Application Exams scheduled at your Cengage course throughout the semester for Word, PowerPoint, Excel, and Access. The availability dates for these exams are listed in your course Calendar and at Cengage. Make a note of these dates and mark them on your personal calendar. There will also be one, multiple choice, Final Exam.

ASSIGNMENTS (40%):

There will be a Textbook project and a SAM Project for each module.

Textbook Projects: There will be a folder on the Assignments link in Blackboard for each module that is assigned. There will be a video located in the folder to walk you through the textbook projects. This folder will also contain a link to a textbook project, SAM project and quiz for each module with links to your Start File and any resource files needed for each one. There are also step-by-step instructions in the book for Textbook assignments.

Cengage Projects: Cengage projects will consist of an instructional document, a start file, and a resource file, if applicable and links can be found in the related folder on the Assignments page. The start file will include a student's identifying code for project submission and grading. Once the assignment is submitted, it will be graded and an in-depth explanation of errors will be provided. The student will have an opportunity to make corrections and resubmit the document two more times before the respective project's availability period terminates totaling three attempts for each assignment. The students' highest grade of the three attempts will be

recorded as the assignment grade. All attempts must be completed during the availability time of the project.

QUIZZES (20%):

Quizzes are scheduled after each chapter. It is recommend that you read the corresponding chapter before attempting a quiz. All quizzes are "open book" and administered under the Honesty Policy. Quizzes must be completed during the assigned availability period. You will have three attempts to complete each quiz. The highest grade will be recorded as the quiz grade.

Course Policies:

This course meets via the Internet through the Blackboard [Bb] Learning Management System and Cengage Skills Assessment Manager.

REQUIREMENTS:

1. Students ***MUST*** understand that technical problems are not reasons for missing deadliness or due dates.
   - It is the student's responsibility to maintain reliable computer equipment and internet service.
   - It is the student's responsibility to attempt assignments in a timely manner, giving them enough time to complete the assignment.
2. Students ***MUST*** be **independent, self-motivated learners** to be successful in an internet or hybrid course.
3. Students ***MUST*** be excellent time managers, seldom miss deadlines, and schedule adequate time each week to complete the course requirements.
4. Students ***MUST*** have a reliable personal computer and internet service that meets the minimum requirement of the course software and course web sites. It is recommended that you use a PC to do your assignments. Some options are not available for a Mac including Microsoft Access and the Office suite is not available for Chromebooks.
5. Students ***MUST*** **possess computer skills** necessary to:
   - Access internet sites, create accounts, locate and read "site user manuals."
   - Download and install software on their personal computers
   - Manage files on their storage devices,
   - Use computer applications, internet browsers, email, and system utilities
6. Students ***MUST*** have reliable access to the Microsoft Office Suite 2019 or 365 that includes **Word, PowerPoint, Excel, and Access**. Instructions for downloading the software are on the Start Here page for this class.
7. Students ***MUST*** purchase an access code for the required textbook and assignments during the first week of class.
8. Students ***MUST*** realize that family obligations, work schedules, number of courses enrolled, and other life events do **not** supersede this course's requirements, due dates, assignments, or deadlines. Neither do they justify a request for extended time.

EXPECTATIONS:

1. Students are expected to use the PJC Lab to complete quizzes, exams, and assignments when they are experiencing technical problems with their personal computer or internet provider. PJC provides computers with the necessary software and internet connections in labs on the Paris campus and the Greenville and Sulphur Springs centers.
2. Students are expected to schedule an appointment with the instructor when questions arise that cannot be adequately addressed via email or phone and require a demonstration or face to face help.
3. Students are expected to attempt, complete, and submit all assignments, quizzes, and exams within their respective scheduled time-period.
4. Students are expected to login, read and comply with all announcements, documents, instructions, etc.
5. Students are expected to have access to a personal computer with Microsoft Office 2019 or Office 365. There are instructions on the Start Here page for this class for downloading the software if you do not already have access. **Projects will not work on a Chromebook and many will not work on a Mac.**

If you experience technical difficulties logging into your Bb course contact helpdesk@parisjc.edu. Customer Service contact information for CENGAGE is located on your CENGAGE login page.

Open labs are available in the Library and room 150 of the Applied Science building on the Paris campus, room 121 at the Greenville Center and room 103 of the Sulphur Springs Center.

You must attend class and complete the First Assignment located in Blackboard by June 6, at midnight in order to remain in the class. Students who have not attended or who do not complete the assignment by the due date will be dropped from this class.

Students must obtain a Cengage Unlimited access code in order to complete the class. Your book, assignments, quizzes and exams will be available through the access code.

Class Attendance:
Class attendance is critical for the successful completion of this course. *For online and hybrid 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 3. You will need to go to mypjc.parisjc.edu and log in to fill out the withdrawal form **before** this date in order to be dropped from the class.

Class Conduct:
All cell phones, personal digital assistants (PDAs) and other electronic devices must be turned off or in silent mode while in class. Under no circumstances should a cell phone or other electronic device sound during class. If a cell phone or other electronic device does sound during class the student may be asked to leave for the remained of the period. The only exception to this rule includes peace officers, EMT, EMS, or other emergency personnel, and their devices should be in silent mode.

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	2023-2024
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	2023-2024
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	2023-2024
Term	Summer Extended
Section	290

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

Course	DFTG 2323
Title	Pipe Drafting

Description

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

Textbooks

No Book Required

Student Learning Outcomes (SLO)

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

Schedule

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

Evaluation methods

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

Paris Junior College Syllabus

Year	2023-2024	Faculty	Chris Malone
Term	Summer Extended	Office	WTC - Room 1101
Section	290	Phone	903-782-0391
		email	cmalone@parisjc.edu

Course	DFTG 2338
Title	Final Project Advanced Drafting

Description	A drafting course in which students participate in a comprehensive project from conception to conclusion.
Textbooks	No Book Required
Student Learning Outcomes (SLO)	Students will Conceptualize, design and present a complete project in a prescribed discipline. Integrate problem solving and related technologies to identify solutions; use discipline specific industry standards, and produce documentation.
Schedule	Week 1-Orientation Week 2-Cad operating systems & Drawing standards Week 3-Definition of product need Week 4-Product concept design and evaluation Week 5-Industrial research Week 6-Synthesis of employment research, application and portfolio Week 7-Design and workflow management Week 8-Prototype production Week 9-Prototype testing and evaluation Week 10-Prototype testing and evaluation Week 11-Production drawings and/or manuals Week 12-Production drawings and/or manuals Week 13-Production drawings and/or manuals Week 14-Production drawings and/or manuals Week 15-Quality assurance Week 16-Final product portfolio and presentation
Evaluation methods	Grading Objectives: Final Project: 100% of total grade

Paris Junior College Syllabus

Year	2024	Faculty	Ashley Flanagan/Tiana Reaves
Term	Summer	Office	Annex 1
Section	190	Phone	903-782-0250
		email	aflanagan@parisjc.edu

Course	DMSO 1261
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 97814455773220
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- 12 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 Attend

Paris Junior College Syllabus

Year	2022-2023
Term	Spring
Section	100

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-Orientation Week 2-Intro/Pelvis/Research Paper Week 3-Unit 2 Week 4-Exam 1 Week 5-Doppler/pelvis Week 6-Pathology Week 7-Exam 2 Week 8-Spring Break Week 9-Role of Ultrasound/infertility Week 10-Role of Ultrasound/Obstetrics Week 11Ethics for Obstetric Sonography Week 12-Exam 3 Week 13- Normal First trimester Week 14-First trimester complications Week 15- Exam 4 Week 16- Final Exam
Evaluation methods	Exams 50% Quizzes 30% Research Paper 10% Final Exam 10%

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	190

Faculty	Julia Potts
Office	Annex 1
Phone	903-348-7484
email	jpotts@parisjc.edu

Course	DMSO 2351
Title	Doppler Physics

Description

Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

Textbooks

Understanding Ultrasound Physics
ISBN 9780962644450

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

06/05 WELCOME BACK!
Edelman, Chapter 12-Two-Dimensional Imaging
06/12
Edelman, Chapter 13-Real Time Imaging
06/19
Quiz # 1 (Chapters 12 & 13)
Edelman, Chapter 14-Pulsed Echo Instrumentation
06/26
EXAM 1 (Chapters 12,13 & 14)
Edelman, Chapter 15-Displays & Image Processing
07/03

Evaluation methods	Exams	50%
	Quizzes	30%
	Final Exam	10%
	Lab Assignments	10%

Paris Junior College Syllabus

Year	2024	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

06/06 Introduce Thyroid
06/13 Quiz #1 Thyroid - Introduce Breast
Case Studies ASSIGNED
06/20 Quiz #2 Breast - Introduce Scrotal
06/27 Exam 1 - Thyroid, Breast, Scrotal- Introduce MSK, Assign Interventional Procedures
07/04 4th of July Holiday!!!!!
07/11 Present Interventional Procedures for Quiz #3 grade
07/18 Exam 2 - MSK, Interventional Procedures
07/25 Introduce Pediatric hip, brain, spine
08/01 Exam 3 - Pediatric hip, brain, spine
08/08 Review for Final

Evaluation methods

Exams 50%
Quizzes 30%
Final Exam 10%
Lab Assignments 10%

Paris Junior College Syllabus

Year	2023_24
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 6 weeks online.
Evaluation methods	Grades for this course are based on a tiered scale defined in the classroom syllabus.

Paris Junior College Syllabus

Year	2023-2024	Faculty	Heath Thomas
Term	Summer I	Office	WTC 1012
Section	150	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	2023-2024
Term	Summer I
Section	150

Faculty	Heath Thomas
Office	WTC 1012
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	2023-2024
Term	Summer I
Section	250

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	2023-2024
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	2023-2024
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	2023-2024
Term	Summer 1
Section	150

Faculty	Heath Thomas
Office	WTC 1012
Phone	903-782-0735
email	hthomas@parisjc.edu

Course	EMSP 2330
Title	Special Populations

Description

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

Textbooks

Nancy Caroline's Emergency Care in the Streets,9th Edition
Pediatric Advanced Life Support (PALS) Textbook, American Heart Association, ISBN: 978-1-61669-112-7

Student Learning Outcomes (SLO)

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

Schedule

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

Evaluation methods

Determination of Course Grade:
Course grade is based on a tiered grading rubric. Students can achieve a grade of A-C, or and F. Grade C requires minimum of 80% grade on all assignments and 75% or greater on all exams.

Paris Junior College Syllabus

Year	2024
Term	Summer Flex A
Section	250

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

Course	HITT1301
Title	Healthcare Delivery Systems

Description

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

SCH= 3.3.0

Textbooks

Health Information Management Student Membership Bundle
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

1. 06/03 – Chapter 1- you must finish chapter 1 by 06/10 or be dropped
2. 06/10 – Chapter 3
3. 06/17 – Chapter 4
4. 06/24 – Chapter 5
5. 07/01 – Chapter 6– Chapter 7
6. 07/08 – Final Exam Due by TUESDAY 7/09 midnight – no exceptions

Evaluation methods

One-Pagers - 40% Chapter Test - 50% Final Exam- 10%

Paris Junior College Syllabus

Year	2024	Faculty	Jennifer Washington
Term	Summer	Office	WTC 1048
Section	290	Phone	903 782 0731
		email	jwashington@parisjc.edu

Course HITT 1305

Title Medical Terminology

Description

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

Textbooks

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

Student Learning Outcomes (SLO)

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

Schedule

Course Schedule:
Week #: Start Date: Assignment:
☐ 106/03Chapter 1
Chapter 4
O SmartBook
O Test 1/4
☐
☐
☐ 206/10Chapter 2
Chapter 3
O SmartBook
O Test 2/3

☐ 306/17Chapter 5
Chapter 6
O SmartBook
O Test 5/6
☐
☐ 406/24Chapter 7
Chapter 8
O SmartBook
O Test 7,8

Evaluation methods	Grade Breakdown: SmartBook: 40% Tests: 40% Final Exam: 20%

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	265

Faculty	Jennifer Washington
Office	1048 WTC
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

1-07/15	Chapter 2 – Healthcare Delivery Systems/ Chapter 8 – Health Law
2-07/22	Chapter 9 – Data Privacy & Confidentiality/ Chapter 10 Data Security
3-07/29	Chapter 11 – Health Information Systems/ Chapter 12 – Healthcare Information
4-08/05	Chapter 14 – Healthcare Statistics
5-08/12	Chapter 16- Fraud and Abuse Compliance

Evaluation methods

Assignments – 70%
Discussion Board – 30%

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	200

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

Course	HPRS 2300
Title	Pharmacology for Health Professions

Description

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

Textbooks

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

Student Learning Outcomes (SLO)

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

Schedule

Week 1- Orientation, History of Pharmacology, Basics of Pharmocology; Pharmacology Project Opens
Week 1- Patient Safety in Medication Administration, Regulations
Week 1- Prescriptions and Labels, Basic Review of Mathematics
Week 2- Exam 1
Week 2- Enteral Medications and Administration, Parenteral Medications and Administration
Week 2- Integumentary Systems Medications, Musculoskeletal Systems Medications
Week 3- Nervous System Medications, Eye and Ear Medications
Week 3- Endocrine System Medications
Week 3- Exam 2, Digital Poster/Advertisement
Week 4-Cardiovascular System Medications, Immunological Systems Medications
Week 4-Measurement Systems, Dosage Calculations, Parenteral Medications/Administration
Week 4- Pulmonary System Medications, Gastrointestinal System Medications
Week 5- Reproductive and Urinary System Medications; Herbs, Vitamins and Minerals
Week 5- Pharmocology Project Due
Week 5- Exam 3
Week 5- Optional Final

Evaluation methods

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

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 1319 185 233L
Title	Basic Horology I

Description

Introduction to watchmaking profession and customer service concepts. Emphasis on tool preparation, component handling, metrology, and product identification.

Prerequisite: None. Fee charged.

Textbooks

Theory of Horology - 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
- Orientation/Intro to profession
- Safety/Workshop organization
- Tool identification/Commission bench and toolkit
- Metrology

Week 2
- Tool commisioning
- Equipment maintenance

Week 3
- Component Handling
- Commission hand tools

Week 4
- Technology of timekeeping
- Product identification
- Commission hand tools

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 1320 185 233L
Title	Basic Horology II

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.

Prerequistie: HRGY 1319

Textbooks

Theory of Horology - Reymondin

Student Learning Outcomes (SLO)

Understand and apply service process theory; recognize aesthetic and functional faults of manual and quartz timepiece technologies; apply knowledge of power–flow to analyze faulty components of mechanical watch; and, critically evaluate the aesthetic condition of case, bracelet, dial, and hands.

Schedule

Week 1
- Service process theory

Week 2
- Nomenclature

Week 3
- Asthetic control

Week 4
- Fault analysis

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 1321 185 233L
Title	Basic Horology III

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

Theory of Horology - 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
- Encasing

Week 2
- Encasing

Week 3
- Encasing

Week 4
- Encasing

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024	Faculty	Garrin Fraze
Term	Summer	Office	AS 132
Section	185	Phone	903–782–0361
		email	gfraze@parisjc.edu

Course	HRGY 1322 185 233L
Title	Basic Horology IV

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.

Prerequisite: HRGY 1321

Textbooks

Theory of Horology - Reymondin

Student Learning Outcomes (SLO)

Disassemble watch head; demonstrate operational understanding of encasing equipment by applying a variety of techniques for removing and replacing case backs, bezels, and crystals; demonstrate safe usage of polishing equipment by refinishing watch cases, bezels, case backs, and bracelets; fit a new movement to a watch; fit a new stem; compare and contrast water resistant requirements for various timepieces; and, critique various methods of presentation of finished repair to client.

Schedule

Week 1
- Encasing

Week 2
- Encasing

Week 3
- Encasing

Week 4
- Encasing

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1371.185 223T
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 13th - June 3rd

Creating beginning projects for jewelry articles.

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1372.185 223T
Title	TECHNICAL ILLUSTRATION for JEWELRY DESIGN

Description	Continuation of HRGY 1371, topics include pictorial drawing, shading and rendering of jewelry articles Credits: 3= 1 lecture and 8 laboratory hours per week TSI Requirement: xxx M, xxx R, xxx W. Prerequisite(s): HRGY 1371
Textbooks	Matrix 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 4th - June 26th An intermediate introduction of Matrix Beginning introduction of Rhino 7 & Jewel Beetle 3D Printing

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1373.185 223T
Title	BASIC COMPUTER AIDED DRAFTING for JEWELRY DESIGN

Description

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

Textbooks

Matrix 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 27th - July 22nd

Creating intermediate projects for jewelry articles.
3D Printing

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Ashton Henderson
Office	AS 108
Phone	903-782-0249
email	ahenderson@parisjc.edu

Course	HRGY 1374.185 223T
Title	SOLID MODELING DESIGN for JEWELRY

Description	Continuation of HRGY 1373 conversion of 3 – D models for computer aided milling 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 and Pave'. Knowledge of Advanced 3D printing stratigies.
Schedule	July 23rd - August 15th Design intermediate and advanced projects for articles of jewelry. 3D Printing

Evaluation methods	Final Course Grades: DESIGN ASSIGNMENTS 90% FINAL TEST 10%

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2301 185 233L
Title	Intermediate Horology I

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.

Prerequisite: HRGY 1322

Textbooks

Theory of Horology - 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
- Mechanical Watches - applied theory

Week 2
- Mechanical Watches - applied theory

Week 3
- Quartz Watches - applied theory

Week 4
- Quartz Watches - applied theory

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2302 185 233L
Title	Intermediate Horology II

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.

Prerequisite: HRGY 2301

Textbooks

Theory of Horology - 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
- Tribology – mechanical and quartz

Week 2
- Tribology – mechanical and quartz

Week 3
- Tribology – mechanical and quartz

Week 4
- Tribology – mechanical and quartz

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2303 185 233L
Title	Intermediate Horology III

Description

Continuation of Intermediate Horology II with emphasis on winding/setting mechanism; mainspring and barrel; and gear train.

Prerequisite: HRGY 2302

Textbooks

Theory of Horology - Reymondin

Student Learning Outcomes (SLO)

Demonstrate 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
- Mechanical watches – winding/setting

Week 2
- Mechanical watches – accumulator

Week 3
- Mechanical watches – transmission

Week 4
- Mechanical watches – applied tribology

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook.

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2304 185 233L
Title	Intermediate Horology IV

Description

Continuation of Intermediate Horology III with emphasis on escapement functions and adjustment.

Prerequisite: HRGY 2303

Textbooks

Theory of Horology - 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
Mechanical watches – distribution

Week 2
Mechanical watches – distribution

Week 3
Mechanical watches – distribution

Week 4
Mechanical watches – distribution

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2305 185 233L
Title	Intermediate Horology V

Description

Continuation of Intermediate Horology IV with emphasis on oscillator function, repair, and adjustment.

Prerequisite: HRGY 2304

Textbooks

Theory of Horology - 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
- Mechanical watches – regulation

Week 2
- Mechanical watches – regulation

Week 3
- Mechanical watches – regulation

Week 4
- Mechanical watches – regulation

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided

Paris Junior College Syllabus

Year	2023-2024	Faculty	Garrin Fraze
Term	Summer	Office	AS 132
Section	185	Phone	903–782–0361
		email	gfraze@parisjc.edu

Course	HRGY 2306 185 233L
Title	Intermediate Horology VI

Description

Continuation of Intermediate Horology V with emphasis on balance spring manipulation to improve chronometry.

Prerequisite: HRGY 2305

Textbooks

Theory of Horology - 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
Mechanical watches – regulation/hairspring manipulation

Week 2
Mechanical watches – regulation/hairspring manipulation

Week 3
Mechanical watches – regulation/hairspring manipulation

Week 4
Mechanical watches – regulation/hairspring manipulation

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024	Faculty	Garrin Fraze
Term	Summer	Office	AS 132
Section	185	Phone	903–782–0361
		email	gfraze@parisjc.edu

Course: HRGY 2307 185 233L

Title: Intermediate Horology VII

Description

Continuation of Intermediate Horology VI with emphasis on complete service of manual wind, automatic wind, and quartz watches with a variety of complications.

Prerequisite: HRGY 2306

Textbooks

Theory of Horology - 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
Complete service of manual wind, automatic wind, and quartz watches

Week 2
Complete service of manual wind, automatic wind, and quartz watches

Week 3
Complete service of manual wind, automatic wind, and quartz watches

Week 4
Complete service of manual wind, automatic wind, and quartz watches

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2308 185 233L
Title	Intermediate Horology VIII

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.

Prerequisite: HRGY 2307

Textbooks

Theory of Horology - 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
Precision timing/workflow/full service on manual wind, automatic wind and quartz watches

Week 2
Precision timing/workflow/full service on manual wind, automatic wind and quartz watches

Week 3
Precision timing/workflow/full service on manual wind, automatic wind and quartz watches

Week 4
Precision timing/workflow/full service on manual wind, automatic wind and quartz watches

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2341 185 233L
Title	Advanced Horology Systems I

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

Theory of Horology - 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
- Chronograph theory and practical

Week 2
- Chronograph theory and practical

Week 3
- Chronograph theory and practical

Week 4
- Chronograph theory and practical

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2342 185 233L
Title	Advanced Horology Systems II

Description

A continuation of Advanced Horology Systems I with emphasis on chronographs with additional complications such as automatic winding and calendar mechanisms.

Prerequisite: HRGY 2341

Textbooks

Theory of Horology - 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
- Chronograph theory and practical

Week 2
- Chronograph theory and practical

Week 3
- Chronograph theory and practical

Week 4
- Chronograph theory and practical

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, assessment instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and advance to the next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and applied theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professional industry experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity of work done. Students have until the end of the semester to complete all assigned projects. All project course work must be completed in assigned order and during allocated classroom hours according to the classroom meeting times and days schedule. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Student will have until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Student Handbook. Students who are behind on their projects are expected to avail themselves of any provided supplemental working hours, should they be made available – at the discretion of the instructor,

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	185

Faculty	Garrin Fraze
Office	AS 132
Phone	903–782–0361
email	gfraze@parisjc.edu

Course	HRGY 2343 185 233L
Title	Advanced Horology Systems III

Description

A continuation of Advanced Horological Systems II, emphasis on advanced electronic theory related to quartz watches and full service of chronograph, automatic, and quartz watches with the constraint of time.

Prerequisite: HRGY 2342

Textbooks

Theory of Horology - Reymondin

Student Learning Outcomes (SLO)

Demonstrate time management skills, practical skills, and knowledge necessary to fully service chronograph, a and quartz watches with time constraints modeled after modern working environment production goals; demon technical skills via practical component of final exam; and demonstrate theoretical knowledge of horological p written component of final exam.

Schedule

Week 1
Full service of manual wind, automatic wind, quartz, and chronograph with constraints of time

Week 2
Full service of manual wind, automatic wind, quartz, and chronograph with constraints of time

Week 3
Full service of manual wind, automatic wind, quartz, and chronograph with constraints of time

Week 4
Capstone Project - Full service of manual wind, automatic wind, quartz, and chronograph with constraints o mid–term exam

Evaluation methods	Assessment of learning may include, but not limited to: Written examinations, oral examinations, rubrics, asses instruments for practical evaluations. A grade of “C” (70%), or higher is required to complete a project and ad next project. a. Composite grade on all projects (practical bench work or demonstration of practical working knowledge and theory) = 60% b. Composite grade on all homework assignments = 15% c. Composite grade on all assessments (practical or theoretical) = 15% d. Work ethics = 10% Grade of “A” will be recorded for work completed to a level of: 90 - 100% Grade of “B” will be recorded for work completed to a level of: 80 - 89% Grade of “C” will be recorded for work completed to a level of: 70 - 79% Grade of “F” will be recorded for work completed to a level of: 69% and below Project Grading: Project grades are based on, first and foremost, the quality of workmanship assessed according to the professio experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quan done. Students have until the end of the semester to complete all assigned projects. All project course work must be c assigned order and during allocated classroom hours according to the classroom meeting times and days sched may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Studer until the end of the next long semester to clear any INCOMPLETE grades according to the policy in the Stude Students who are behind on their projects are expected to avail themselves of any provided supplemental work

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Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	290

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

Course	ITSC 1309
Title	Integrated Software Applications I

Description

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

Textbooks

Shelly Cashman Series: Microsoft Office 365 & Office 2021: Introductory
Cable/Freund/Monk/Sebok/Vermaat
Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-94984-9

Shelly Cashman Series: Microsoft Office 365 & Outlook 2021 Comprehensive
Corinne Hoisington
Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card
Cengage Learning
ISBN: 978-0-357-95003-6

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

Student Learning Outcomes (SLO)

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

Schedule

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

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

Evaluation methods	Grades are based on a point system for completion of assessments which include Projects, Exams, Capstones, BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded. Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Excel 2016. Letter grades will be assigned based on the following point scale: 2340 - 2600 = A 2080 - 2339 = B 1820 - 2079 = C 1560 - 1819 = D 0 - 1559 = F The assessments are broken-down as follows: Syllabus Quiz = 1 assessment BlackBoard Discussion Board Forum = 1 assessment Outlook Training = 2 assessments Projects = 12 assessments Exams = 8 assessments Capstones = 3 assessments Checking your Grade: To check your grades, click 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 as usually posted in BlackBoard within one week following the due date.

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	290

Faculty	Wanda Duncan
Office	AS 155
Phone	903.782.0378
email	wduncan@parisjc.edu

Course	ITSW 1304
Title	Introduction to Spreadsheets

Description	Instruction in the concepts, procedures, and application of electronic spreadsheets. End-of-Course Outcomes: Define spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports.
Textbooks	Shelly Cashman Series Microsoft Office 365 & Excel 2021: Comprehensive Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card Fruend/Starks/Schemieder Cengage Learning ISBN: 978-0-357-94991-7
Student Learning Outcomes (SLO)	Utilize industry standard application software to produce personal, business, and academic reports and presentations. Demonstrate knowledge of computer industry terminology and jargon. Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports.
Schedule	Week 1: IceBreaker Discussion Board and Syllabus Quiz Week 2/3: Module 1 Week 4/5: Module 2 Week 6/7: Module 3 Week 8: Capstone Week 9: Module 4 Week 10: Module 5 Week 11: Module 6

Evaluation methods	Grades are based on a point system for completion of assessments which include Training, Projects, Exams, Capstone, BlackBoard Discussion Forum, and a BlackBoard Syllabus Quiz. All work will be graded for completeness, accuracy, and punctuality. All work must be submitted by the due date schedule. A grade of zero (0) will be recorded for any assessment which is not submitted. No late assignments accepted. No make-up or extra credit is awarded. Successful online learners are good at scheduling their time in an organized manner. Remember that your work can be done from anywhere on any computer that has Internet access and Microsoft Excel 365. Letter grades will be assigned based on the following point scale: 1710 - 1900 = A 1520 - 1709 = B 1330 - 1519 = C 1140 - 1329 = D 0 - 1139 = F The assessments are broken-down as follows: Syllabus Quiz = 1 assessment BlackBoard Discussion Board Forum = 1 assessment Training = 6 assessments Textbook Projects: 5 assessments Project 1 = 5 assessments Exams = 5 assessments Capstone = 1 assessment Checking your Grade: To check your grades, click “Grades” tab. BlackBoard may show only the total number of points possible for each assessment and your score. The total points possible for the course may include work which you have not been assigned yet. To turn any score into a percentage, divide the number of points you received by the number of points possible. Viewing Grades: Grades as usually posted in BlackBoard within one week following the due date.

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	185

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

Course	JLRY 1413
Title	Fundimentals of Gemology I (Diamonds)

Description

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

Textbooks

The Dealer's Book of Gems and Diamonds by M. Sevdermish and A. Mashiah,
Gemstone of the World by W. Schumann, A Students Guide to Spectroscopy by Colin H. Winter;

Student Learning Outcomes (SLO)

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

Schedule

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

Evaluation methods

Instructor use of lecture, demonstrations, visual aids, and reading assignments; students will demonstrate proficiency in use of industry standards of diamond 4C's evaluation. The student will competently use the gemological binocular microscope, leveridge gauge, table gauge, master color comparison diamonds and other gemological tools to successfully evaluate round brilliant and fancy shape cut diamonds. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	185

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

Course	JLRY 1414
Title	Fundamentals of Gemology II (Colored Stones)

Description	Development of skills in gemstone identification. Emphasis on colored stones including synthetics, enhancement and treatments, and the proper care of laboratory instruments.
Textbooks	A Students Guide to Spectroscopy by Colin H. Winter; Gemstones of the World by Walter Schumann; Phenominal Gems by Fred and Charlotte Ward; The Dealer's Book of Gems and Diamonds by M. Sevdermish and A. Mashiah,
Student Learning Outcomes (SLO)	1. Demonstrate knowledge of gem formation, recovery, species and variety of gems, and lore. 2. Demonstrate skills in the use and proper care of laboratory instruments including loupe, microscope, polariscope, spectroscope, refractometer, dichroscope, scales, and measuring devises. 3. Demonstrate skills in gem identification of colored gemstones, synthetics, enhanced, and treated gemstones.
Schedule	Week 1 – Classroom orientation; Gemology vocabulary; basic classification of gemstones, durability of gemstones; crystallography, crystal systems, behavior of light with gemstones; Specific gravity testing methods; colored stone specific use of the gemological binocular microscope, polariscope, refractometer, and dichroscope; gemological lab protocol. Week 2 – Development of skills and application of lab protocol with the gem equipment. Introduction to the observation of internal characteristics of gemstones. Introduction of methods of gemstone enhancements, gemstone formation and crystalography Week 3 – Introduction to the synthetic gemstone production methods and the tests necessary to separate natural from synthetic gemstones. Practical application of laboratory protocol and classification of Corundum, Chrysoberyl, Beryl, Tourmaline, and Turquoise.
Evaluation methods	Instructor use of lecture, demonstrations, slide presentations, videos, and reading assignments the student will demonstrate profiency in use of the industry wide gemological protocol in gem and mineral classification with an emphasis on forensic observation skills. The student will competently use the gemological binocular microscope, polariscope, refractometer, and other gemological tools to successfully identify colored gemstones during the lab portion of the class. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	185

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

Course	HRGY 1450
Title	Intermediate Gemology

Description	Continued development of skills in gemstone identification. Emphasis on colored stones including synthetics, gemstone enhancements/treatments and the proper care of laboratory instruments.
Textbooks	A Students Guide to Spectroscopy by Colin H. Winter; Gemstones of the World by Walter Schumann; Dealer's Book of Gems by M. Sevdermish and A. Mashiah; Phenominal Gems by Fred and Charlotte Ward
Student Learning Outcomes (SLO)	1. Demonstrate knowledge of gem formation, recovery, species and variety of gems, lore and superstition. 2. Demonstrate skills in the use and proper care of laboratory instruments including loupe, microscope, polariscope, spectroscope, refractometer, calcite dichroscope, scales, and measuring devises. 3. Demonstrate skills in gem identification of colored gemstones, synthetics, enhanced, and treated gemstones.
Schedule	Week 1 – detailed overview of the industry recognized enhancement procedures that are associated with gemstones. Comprehensive study of the following mineralogical classification for Peridot, Garnets, Lapis Lazuli, and Jades formed as nephrite and jadeite. Week 2 – Comprehensive study of the following mineralogical classes of Spinel, Feldspars, Spodumene, and Quartz/Crystalline- Quartz/Chalcedonies. Week 3 – Comprehensive study of the following mineralogical classes of Diopside, Opal, Zoisite/Tanzanite, and Iolite. Week 4 – Comprehensive study of the following mineralogical classes of Zircon, Andalusite, and Apatite.
Evaluation methods	Instructor use of lecture, demonstrations, visual aids, and reading assignments; students will demonstrate profiency in use of gemological protocol in gemstone classification. The student will competently use the gemological binocular microscope, polariscope, refractometer, and other gemological tools to successfully identify colored gemstones during the lab portion of the class. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	185

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

Course	JLRY 2431
Title	Advanced Gemological Practice

Description	Continued development of skills in gemstone identification. Emphasis on colored stones including synthetics, gemstone enhancements/treatments and the proper care of laboratory instruments.
Textbooks	A Students Guide to Spectroscopy by Colin H. Winter; Gemstones of the World by Walter Schumann; Dealer's Book of Gems by M. Sevdermish and A. Mashiah; Phenominal Gems by Fred and Charlotte Ward
Student Learning Outcomes (SLO)	1. Demonstrate knowledge of gem formation, recovery, species and variety of gems, lore and superstition. 2. Demonstrate skills in the use and proper care of laboratory instruments including loupe, microscope, polariscope, spectroscope, refractometer, calcite dichroscope, scales, and measuring devises. 3. Demonstrate skills in gem identification of colored gemstones, synthetics, enhanced, and treated gemstones.
Schedule	Week 1 – detailed overview of the industry recognized enhancement procedures that are associated with gemstones. Comprehensive study of the following mineralogical classification for Peridot, Garnets, Lapis Lazuli, and Jades formed as nephrite and jadeite. Week 2 – Comprehensive study of the following mineralogical classes of Spinel, Feldspars, Spodumene, and Quartz/Crystalline- Quartz/Chalcedonies. Week 3 – Comprehensive study of the following mineralogical classes of Diopside, Opal, Zoisite/Tanzanite, and Iolite. Week 4 – Comprehensive study of the following mineralogical classes of Zircon, Andalusite, and Apatite.
Evaluation methods	Instructor use of lecture, demonstrations, visual aids, and reading assignments; students will demonstrate profiency in use of gemological protocol in gemstone classification. The student will competently use the gemological binocular microscope, polariscope, refractometer, and other gemological tools to successfully identify colored gemstones during the lab portion of the class. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.

Paris Junior College Syllabus

Year	2024	Faculty	JENNIFER WASHINGTON
Term	Summer	Office	WTC 1048
Section	290	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

Course Schedule:
All assignments are due the following Monday by 8:00am

Week 1 06/03 – Chapter 1,2,3,5 Reading and Choice Board
Week 2 06/10 – Chapter 6,7 Reading and Choice Board
Week 3 06/17 – Chapter 8, 9 Reading and Choice Board
Week 4 06/24 – Chapter 10,11,12 Reading and Choice Board
Week 5 07/01 – Chapter 13,14 Reading and Choice Board
Week 6 07/08 – Chapter 15,16,17,18 Reading and Choice Board
Week 7 07/15 – Chapter 20,21 Reading and Choice Board
Week 8 07/22 – Chapter 22,23 Reading and Choice Board
Week 9 07/29 – Chapter 24,25 Reading and Choice Board
Week 10 08/05 – Chapter 26 Reading, Choice Board, and Catch-Up
Week 11 08/12 – Final Exam due THURSDAY MORNING by 8:00am 8/15

Evaluation methods	Quizzes: 30% Final Exam: 20% ChoiceBoard Assignments: 50%

Paris Junior College Syllabus

Year	2024
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%

Paris Junior College Syllabus

Year	2023-2024
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%

Paris Junior College Syllabus

Year	2023-2024
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%

Paris Junior College Syllabus

Year	2024	Faculty	Laura Fendley
Term	Summer	Office	WTC 1066
Section	190	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, 11th edition, 2017, ISBN: 978-0-323-35377-9
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	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%

Paris Junior College Syllabus

Year	2023-2024
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
Week 2-Outline Ch 11
Week 3-Skull
Week 4-Exam Unit I
Week 5-Facial bones, Nasal Bones, Zygomatic Arches
Week 6--Procedures Asssignment
Week 7-Mandible, TMJs
Week 8-Exam Unit II
Week 9-Paranasal, Sinuses
Week 10-Exam Unit III
Week 11- Review Final Exam
Week 12--Final Exam

Evaluation methods

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

Paris Junior College Syllabus

Year	2023-2024
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
Week 2-Outline Ch 11
Week 3-Skull
Week 4-Exam Unit I
Week 5-Facial bones, Nasal Bones, Zygomatic Arches
Week 6--Procedures Asssignment
Week 7-Mandible, TMJs
Week 8-Exam Unit II
Week 9-Paranasal, Sinuses
Week 10-Exam Unit III
Week 11- Review Final Exam
Week 12--Final Exam

Evaluation methods

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

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	100

Faculty	Christy Armes
Office	1036
Phone	903-782-0734
email	carmes@parisjc.edu

Course	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.

Prerequisite(s): PSYC 2301, PSYC 2314, ENGL 1301, BIOL 2401, BIOL 2402, BIOL 1322, VSNG 2410, Unencumbered Vocational Nurse License, Admission to the Nursing Program RNSG 1324, RNSG 2160, RNSG 1218, RNSG 1226, RNSG 1538, RNSG 2360, RNSG 1237

Textbooks

Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource. Product ID: CDN022217519

Harrington, N., & Terry, C. L. (2019). LPN to RN Transitions: Achieving success in your new role. Wolters Kluwer. ISBN: 978-1-4963-8273-3

Hinkle, J.L., Cheever, K.H., & Overbaugh, K. J. (2022). Lippincott Course Point + Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing. LWW. ISBN: 9781975186777. Enter class code: A252DE16

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. (2017). Lippincott Course Point + Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing. LWW. ISBN: 9781975156794 Enter class code: DA34038

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

Student Learning Outcomes (SLO)

Upon completion of this course, the student will:

Discuss the scope of practice in professional nursing roles.

Incorporate clinical reasoning and evidenced-based practice outcomes as the basis for decision-making and providing safe patient-centered care.

Identify the legal-ethical parameters for professional nursing practice as related to selected exemplars.

Manage health information technology to support decision-making and improve patient care within delivery systems.

Demonstrate principles of leadership/management including delegation.

Schedule	Week 1 Profesionalism Week 2 Clinical Judgement Week 3 Teamwork and collaboration Week 4 Communication Week 5 Evidenced Based Practice Week 6 Quality Improvement Week 7 Patient Centered Care Week 8 Leadership and Managment Week 9 Health Policy Week 10 Safety Week 11 Final Exam
Evaluation methods	Course Components Capstone Proctored Comprehensive Form A 5% CapstoneProctored Comprehensive Form B 5% ATI Capstone Content 30% Resume and cover letter 5% Submit application to BON and Pay fees for NCLEX testing Apply for graduation 2% Career Exploaration 4% Board Vitals Quizzing 8 at 3/125% each total of 25% Simulation concept paper total of 4 at 5% each total of 20%

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	100

Faculty	Christy Armes
Office	1036
Phone	903-782-0734
email	carmes@parisjc.edu

Course	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.

Prerequisite(s): PSYC 2301, PSYC 2314, ENGL 1301, BIOL 2401, BIOL 2402, BIOL 1322, VSNG 2410, Unencumbered Vocational Nurse License, Admission to the Nursing Program RNSG 1324, RNSG 2160, RNSG 1218, RNSG 1226, RNSG 1538, RNSG 2360, RNSG 1237

Textbooks

Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource. Product ID: CDN022217519

Harrington, N., & Terry, C. L. (2019). LPN to RN Transitions: Achieving success in your new role. Wolters Kluwer. ISBN: 978-1-4963-8273-3

Hinkle, J.L., Cheever, K.H., & Overbaugh, K. J. (2022). Lippincott Course Point + Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing. LWW. ISBN: 9781975186777. Enter class code: A252DE16

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. (2017). Lippincott Course Point + Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing. LWW. ISBN: 9781975156794 Enter class code: DA34038

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

Student Learning Outcomes (SLO)

Upon completion of this course, the student will:

Discuss the scope of practice in professional nursing roles.

Incorporate clinical reasoning and evidenced-based practice outcomes as the basis for decision-making and providing safe patient-centered care.

Identify the legal-ethical parameters for professional nursing practice as related to selected exemplars.

Manage health information technology to support decision-making and improve patient care within delivery systems.

Demonstrate principles of leadership/management including delegation.

Schedule	Week 1 Profesionalism Week 2 Clinical Judgement Week 3 Teamwork and collaboration Week 4 Communication Week 5 Evidenced Based Practice Week 6 Quality Improvement Week 7 Patient Centered Care Week 8 Leadership and Managment Week 9 Health Policy Week 10 Safety Week 11 Final Exam
Evaluation methods	Course Components Capstone Proctored Comprehensive Form A 5% CapstoneProctored Comprehensive Form B 5% ATI Capstone Content 30% Resume and cover letter 5% Submit application to BON and Pay fees for NCLEX testing Apply for graduation 2% Career Exploaration 4% Board Vitals Quizzing 8 at 3/125% each total of 25% Simulation concept paper total of 4 at 5% each total of 20%

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	100

Faculty	Christy Armes
Office	1036
Phone	903-782-0734
email	carmes@parisjc.edu

Course	RNSG 2260
Title	Clinical – Registered Nursing/Registered Nurse

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. Utilizes assessment skills, critical thinking, and independent nursing intervention to care for individuals experiencing acute/chronic episodes of illness and/or multisystem failure. The focus is on caring, health promotion, health restoration, and professional values within a legal/ethical framework. Emphasis is on collaborative clinical decision-making, nursing leadership, skills, and patient management in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. Nursing courses must be taken in sequential order. If the student fails or withdraws from any nursing course, they will be removed from all nursing courses.
Prerequisite(s): PSYC 2301, PSYC 2314, ENGL 1301, BIOL 2401, BIOL 2402, BIOL 1322, VSNG 2410, Unencumbered Vocational Nurse License, Admission to the Nursing Program, RNSG 1324, RNSG 2160, RNSG 1218, RNSG 1226, RNSG 1538, RNSG 2260, RNSG 1237.

Textbooks

Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource.
Harrington, N., & Terry, C. L. (2019). LPN to RN Transitions: Achieving success in your new role. Wolters Kluwer. ISBN: 9781975101541
Hinkle, J.L., Cheever, K.H., & Overbaugh, K. J. (2022). Lippincott Course Point + Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing. LWW. ISBN: 9781975186777.
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. (2017). Lippincott Course Point + Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing. LWW. ISBN: 9781975156794
Texas Board of Nursing: (2017) Texas nursing practice act and nursing peer review act. Retrieved from https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp

Student Learning Outcomes (SLO)	Upon completion of this course, the student will: Apply knowledge of selected concepts to clinical situations. Utilize clinical reasoning and knowledge based on the nursing program of study to date and evidence-based practice outcomes as the basis for decision-making and safe patient-centered care for two to five clients, mirroring the preceptor's client load in the acute care setting. Implement measures to promote a safe environment for patients and others. Demonstrate collaboration and communication skills with diverse patients, families, and the interdisciplinary team to plan, deliver and evaluate care. Demonstrate skill in using patient care technologies and information systems that support safe nursing practice. Adhere to standards of practice within the legal, ethical, and regulatory frameworks of the professional nurse. Demonstrate attributes of the professional nurse. Identify delegation of nursing interventions to appropriate personnel.
Schedule	7 days of capstone clinicals 4 days of simulation
Evaluation methods	Direct observation, Clinical paperwork, Clinical Evaluation Tool for capstone days, Clinical checklist.

Paris Junior College Syllabus

Year	2024
Term	Summer
Section	100

Faculty	Christy Armes
Office	1036
Phone	903-782-0734
email	carmes@parisjc.edu

Course	RNSG 2260
Title	Clinical – Registered Nursing/Registered Nurse

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. Utilizes assessment skills, critical thinking, and independent nursing intervention to care for individuals experiencing acute/chronic episodes of illness and/or multisystem failure. The focus is on caring, health promotion, health restoration, and professional values within a legal/ethical framework. Emphasis is on collaborative clinical decision-making, nursing leadership, skills, and patient management in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. Nursing courses must be taken in sequential order. If the student fails or withdraws from any nursing course, they will be removed from all nursing courses.
Prerequisite(s): PSYC 2301, PSYC 2314, ENGL 1301, BIOL 2401, BIOL 2402, BIOL 1322, VSNG 2410, Unencumbered Vocational Nurse License, Admission to the Nursing Program, RNSG 1324, RNSG 2160, RNSG 1218, RNSG 1226, RNSG 1538, RNSG 2260, RNSG 1237.

Textbooks

Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource.
Harrington, N., & Terry, C. L. (2019). LPN to RN Transitions: Achieving success in your new role. Wolters Kluwer. ISBN: 9781975101541
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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. (2017). Lippincott Course Point + Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing. LWW. ISBN: 9781975156794
Texas Board of Nursing: (2017) Texas nursing practice act and nursing peer review act. Retrieved from https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp

Student Learning Outcomes (SLO)	Upon completion of this course, the student will: Apply knowledge of selected concepts to clinical situations. Utilize clinical reasoning and knowledge based on the nursing program of study to date and evidence-based practice outcomes as the basis for decision-making and safe patient-centered care for two to five clients, mirroring the preceptor's client load in the acute care setting. Implement measures to promote a safe environment for patients and others. Demonstrate collaboration and communication skills with diverse patients, families, and the interdisciplinary team to plan, deliver and evaluate care. Demonstrate skill in using patient care technologies and information systems that support safe nursing practice. Adhere to standards of practice within the legal, ethical, and regulatory frameworks of the professional nurse. Demonstrate attributes of the professional nurse. Identify delegation of nursing interventions to appropriate personnel.
Schedule	7 days of capstone clinicals 4 days of simulation
Evaluation methods	Direct observation, Clinical paperwork, Clinical Evaluation Tool for capstone days, Clinical checklist.

Paris Junior College Syllabus

Year	2024	Faculty	Christy Armes
Term	Summer	Office	1036
Section	100	Phone	903-782-0734
		email	carmes@parisjc.edu

Course RNSG 2539

Title 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 judgement with integration of all health care concepts. The course lends itself to a concept-based approach.

Prerequisite(s): PSYC 2301, PSYC 2314, ENGL 1301, BIOL 2401, BIOL 2402, BIOL 1322, VSNG 2410, Unencumbered Vocational Nurse License, Admission to the Nursing Program RNSG 1324, RNSG 2160, RNSG 1218, RNSG 1226, RNSG 1538, RNSG 2360, RNSG 1237.

Textbooks

Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource. Product ID: CDN022217519

Harrington, N., & Terry, C. L. (2019). LPN to RN Transitions: Achieving success in your new role. Wolters Kluwer. ISBN: 978-1-4963-8273-3

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

Student Learning Outcomes (SLO)

Upon completion of this course the student will:

Utilize a systematic process to analyze selected advanced health care concepts for patients across the lifespan.

Critique nursing management for selected advanced health care concepts.

Relate the learned concepts to a variety of health care situations.

Analyze the interrelatedness of health care concepts to make clinical judgements for optimum patient care outcomes.

Schedule	Week 1 Maternal Newborn Week 2 Perfusion Week 3 Neuro Week 4 Metabolic Week 5 Gas Exchange Week 6 Hematology Week 7 Mental Health Week 8 Endocrine Week 9 Emergency Managment/ Immunity Week 10 ATI review Week 11 Final Exam
Evaluation methods	Course Components 4 Unit Exams 22.5% each (total of 90% ATI comprehensive predictor 10%

Paris Junior College Syllabus

Year	2024	Faculty	Christy Armes
Term	Summer	Office	1036
Section	100	Phone	903-782-0734
		email	carmes@parisjc.edu

Course RNSG 2539

Title 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 judgement with integration of all health care concepts. The course lends itself to a concept-based approach.

Prerequisite(s): PSYC 2301, PSYC 2314, ENGL 1301, BIOL 2401, BIOL 2402, BIOL 1322, VSNG 2410, Unencumbered Vocational Nurse License, Admission to the Nursing Program RNSG 1324, RNSG 2160, RNSG 1218, RNSG 1226, RNSG 1538, RNSG 2360, RNSG 1237.

Textbooks

Assessment Technologies Institute. (n.d.). ATI Testing and textbook package. ATI. Digital Resource. Product ID: CDN022217519

Harrington, N., & Terry, C. L. (2019). LPN to RN Transitions: Achieving success in your new role. Wolters Kluwer. ISBN: 978-1-4963-8273-3

Hinkle, J.L., Cheever, K.H., & Overbaugh, K. J. (2022). Lippincott Course Point + Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing. LWW. ISBN: 9781975186777. Enter class code: A252DE16

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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. (2017). Lippincott Course Point + Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing. LWW. ISBN: 9781975156794 Enter class code: DA34038

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

Student Learning Outcomes (SLO)

Upon completion of this course the student will:

Utilize a systematic process to analyze selected advanced health care concepts for patients across the lifespan.

Critique nursing management for selected advanced health care concepts.

Relate the learned concepts to a variety of health care situations.

Analyze the interrelatedness of health care concepts to make clinical judgements for optimum patient care outcomes.

Schedule	Week 1 Maternal Newborn Week 2 Perfusion Week 3 Neuro Week 4 Metabolic Week 5 Gas Exchange Week 6 Hematology Week 7 Mental Health Week 8 Endocrine Week 9 Emergency Managment/ Immunity Week 10 ATI review Week 11 Final Exam
Evaluation methods	Course Components 4 Unit Exams 22.5% each (total of 90% ATI comprehensive predictor 10%

Paris Junior College Syllabus

Year	2023-2024	Faculty	Norman Gilbert
Term	Summer	Office	WTC 1046
Section	190	Phone	903-782-0734
		email	ngilbert@parisjc.edu

Course SRGT 1405

Title Introduction to Surgical Technology

Description

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

Textbooks

Surgical Technology for the Surgical Technologist: A Positive Care Approach (5th ed., 2017), and Study Guide (workbook) to accompany the textbook, Surgical Technology for the Surgical Technologist: A Positive Care Approach, Cengage Delmar publisher.
Available as bundle, ISBN: 978-133-758-4876
Phillips and Sedlak (2018), Surgical Instrumentation, (2nd ed.) Delmar Cengage,
ISBN: 978-1-285-18253-7
Choose one of two Dictionaries:
Mosby, (2013), Mosby's Dictionary of Medicine, Nursing & Health Professions, (9th ed. or newer) Mosby-Elsevier, ISBN: 978-0-3230-7403-3-2
Venes, (2013), Taber's Cyclopedic Medical Dictionary, (22nd ed. or newer), FA Davis,
ISBN: 978-0-8036-2977-6

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to:
1. Explain the physical, interpersonal, and ethical aspects of the operating room environment.
2. Relate basic concepts of surgical pharmacology and anesthesia.
3. Identify and demonstrate patient care concepts including the psychosocial needs of the client.
4. Identify and describe terminology and theories associated with the surgical environment.
5. Distinguish varied job roles of surgical personnel and their responsibilities including professional, legal and ethical aspects.
6. Identify and demonstrate an understanding of different types of health care facilities.

Schedule

Week 1: Orientation/Syllabus/Handbook/Physical
Week 2-3: Unit I (textbook Chapters 1 and 2) Orientation to Surgical Technology; History of Surgery; Surgical Team Members; Standards of Conduct, Professionalism; and Hospital Organization, Legal Environment; Risk Management; Ethics; Scope of Practice
Week 4-5: Unit II (textbook Chapters 5); Physical Environment and Safety Standards
Week 6: Hospital Tour and Clinical Observation
Week 6: Unit III (textbook Chapters 3-4); The Surgical Patient and Special Populations
Week 7-8: Unit IV (textbook Chapter 8 & 13); Emergency Situations and All-Hazard Preparation, Diagnostic Procedures; Vital Signs; Laboratory Studies; and Surgical Specimens
Week 9-10: Unit V (textbook Chapter 9); Surgical Pharmacology and Anesthesia
Week 11: Skills Lab; Competency Evaluation; FINAL EXAM

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	2023-2024
Term	Summer
Section	190

Faculty	Norman Gilbert
Office	WTC 1046
Phone	903-782-0734
email	ngilbert@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:
Surgical Technology for the Surgical Technologist: A Positive Care Approach (5th ed., 2017), and Study Guide (workbook) to accompany the textbook, Surgical Technology for the Surgical Technologist: A Positive Care Approach, Cengage Delmar publisher.
Available as bundle, ISBN: 978-133-758-4876
Phillips and Sedlak (2018), Surgical Instrumentation, (2nd ed.) Delmar Cengage,
ISBN: 978-1-285-18253-7
Choose one of two Dictionaries:
Mosby, (2013), Mosby's Dictionary of Medicine, Nursing & Health Professions, (9th ed. or newer) Mosby-Elsevier, ISBN: 978-0-3230-7403-3-2
Venes, (2013), Taber's Cyclopedic Medical Dictionary, (22nd ed. or newer), FA Davis,
ISBN: 978-0-8036-2977-6

Student Learning Outcomes (SLO)

Upon completion of this program, it is expected that a graduate will be able to:
1. Identify and demonstrate principles and practices of aseptic techniques.
2. Explain infectious processes and concepts of wound healing.
3. Maintain a sterile field utilizing basic case preparation and procedures.
4. Identify basic instruments, equipment and supplies by type and function.
5. Demonstrate the care, handling and assembly of basic instruments, equipment and supplies in the operating room.

Schedule

Week 1- Orientation; Syllabus/Handbook Review
Week 2-3: Unit I (textbook Chapter 10); Instrumentation, Equipment and Supplies, Skills LAB
Week 4-5: Unit II (textbook Chapter 7); Preventing Perioperative Disease Transmission; Microbiology of Surgical Site Infection; Decontamination and Sterilization; Principles of Asepsis, Skills LAB
Week 6: Hospital Tour and Clinical Observation
Week 6: Unit III (textbook Chapter 12); Surgical Case Management; Perioperative Routines; Patient Transport and Positioning; Skin Prep; OR Attire; Sterile Fields; Draping; Turnover, Skills LAB
Week 7-8: Unit IV (textbook Chapter 11); Wound Healing, Sutures/Needles and Stapling Devices, Skills LAB; Clinical Observation
Week 9: Unit V (textbook Chapter 6); Biomedical Sciences; Minimally Invasive Surgery; LASER applications; Robotics, Skills LAB; Clinical Observation
Week 10: Skills Lab; Clinical Observation
Week 11: Skills Competency Evaluation; FINAL EXAM

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	2023-2024
Term	SUMMER
Section	190

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	2023-2024
Term	Summer
Section	190

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. Direct supervision is provided by the clinical professional and will guide the vocational student into their independent practice under the direct supervision of an RN or other licensed health-care professional.

Textbooks

Required Summer 2024:
Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing
ISBN: 9781975156794
Required Fall 2024:

Student Learning Outcomes (SLO)

1. Demonstrate competency in basic nursing skills.
2. Compare and contrast normal physiology of body systems to pathologic variations in the client with common medical-surgical health care problems.
3. Apply nursing knowledge of evaluation and treatment to the care of clients with common medical-

Schedule

Week 1- Syllabi Review and ATI training
Week 4 - Community Service Request Due
Week 6, 8, and 9- Clinical Paperwork
Week 9-Hospital Clinicals and "Stop The Bleed" Workshop
Week 10- Hopsital 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, skills and clinical objective sheets

Paris Junior College Syllabus

Year	2024-2025
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 its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. The course will also include an introduction to the personal adjustments essential to the vocational nurse's development.

Textbooks

Required Summer 2024:
Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing
ISBN: 9781975156794
Required Fall 2024:

Student Learning Outcomes (SLO)

1. Demonstrate knowledge of the Texas Nurse Practice Act, Texas BON rules, and all federal, state, and local government and accreditation organization requirements that emphasizes safety.
2. Identify the role of the licensed vocational nurse.
3. Identify the relationship between the standards of nursing practice and the role of the vocational

Schedule

Week 1-Nursing History and Legal/Ethical Week 2- Communication Week 4- Exam Week 5- Culture and Spirituality
Week 6- Clinical Decision Making and Nursing Process
Week 9- Health Promotion Week 11-Exam 2

Evaluation methods	Direct observation, active learning assignments in class, poster project

Paris Junior College Syllabus

Year	2024-2025
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 its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. The course will also include an introduction to the personal adjustments essential to the vocational nurse's development.

Textbooks

Required Summer 2024:
Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing
ISBN: 9781975156794
Required Fall 2024:

Student Learning Outcomes (SLO)

1. Demonstrate knowledge of the Texas Nurse Practice Act, Texas BON rules, and all federal, state, and local government and accreditation organization requirements that emphasizes safety.
2. Identify the role of the licensed vocational nurse.
3. Identify the relationship between the standards of nursing practice and the role of the vocational

Schedule

Week 1-Nursing History and Legal/Ethical Week 2- Communication Week 4- Exam Week 5- Culture and Spirituality
Week 6- Clinical Decision Making and Nursing Process
Week 9- Health Promotion Week 11-Exam 2

Evaluation methods	Direct observation, active learning assignments in class, poster project

Paris Junior College Syllabus

Year	2023-24
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 basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

Textbooks

Required Summer 2023:
Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing ISBN: 9781975156879

Required Fall 2023:
Lippincott CoursePoint+ Enhanced for Brunner & Suddarth's Textbook of Medical-Surgical Nursing – ISBN: 9781975186777

Hurst Next – Next generation NCLEX prep resource

Recommended:
Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (8th ed.), Elsevier-Saunders, ISBN: 978-0323733052

Optional:

Student Learning Outcomes (SLO)

1. Identify safe and competent entry-level nursing skills.
2. Identify how each step of the nursing process relates to nursing care.
3. Discuss the implementation of entry-level nursing skills in a variety of health care settings.
4. Identy nursing interventions designed to break the link in the chain of infection.
5. Identify strategies for injury prevention and safety maintenance iin acute care settings.
6. Perform safe client-centered care techniques when providing nursing interventions.
7. Demonstrate accurate documentation of nursing techniques and nursing care, e.g., hygience, safety precautions, intake and output, positioning, client mobility, and transfer, vital signs, and medication administration.

Schedule

Week 1: Vital Signs
Week 2: Infection Control/Wound Care
Week 3&4: Phsyical Assessment
Week 5: Nutrition & Hygiene
Week 6-10: Medication Administration & Mobility
Week 11: IV Starts

Evaluation methods

Course Components	Percentage
Vital Signs Skill Check-off	30%
Head-to-Toe Assessment Check-off	30%
Medication Administration Skill Check-off	30%
ATI Skills 3.0 Module Tests 5 at 2% each	10%

*ALL COURSE COMPONENTS ARE MANDATORY

Paris Junior College Syllabus

Year	2024-2025	Faculty	Brad Bolton
Term	Summer	Office	WTC 1028
Section	190	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 2023:
Lippincott CoursePoint+ Enhanced for Ricci, Kyle & Carman's Maternity and Pediatric Nursing ISBN: 9781975156749

Recommended:
Silvestri, Linda (2022) Saunders Comprehensive Review for NCLEX-PN, (8th ed.), Elsevier-Saunders, ISBN: 978-0323733052

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: Pharmacology
Week 5: Pharmacology
Week 6: Meditation Math
Week 7: Meditation Math
Week 8: Meditation Math
Week 9: Documentation
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	2023-2024	Faculty	Nick Leija
Term	Summer	Office	AS123
Section	186	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	2023-2024
Term	Summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1313
Title	Blue Print Reading for Welders

Description

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to, safely setup, turn on, and adjust an oxygen/fuel cutting rig.

2. Have the ability to, safely, make quality cuts in all positions using an oxygen/fuel cutting rig.

Schedule

Week 1- 15
The skills obtained in this course will be utilized in preparation for for reading industrial blueprints.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024
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	2023-2024
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 pipe fitting and fabrication. Group projects as well as individual projects are required.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024
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	2023-2024
Term	Summer
Section	550

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	Jplemons@parisjc.edu

Course	WLDG 1323
Title	Welding Safety, Tools, 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 1-8 Discuss different types of welding environment. Explain welding safety practices, involving Material Safety Data Sheets, the Hazardous. Communications Act, and OSHA. List hazards associated with welding equipment and processes. Identify hazards associated with gasses, fluxes, electrodes, equipment and interpret an MSDS.Use and maintain tools and equipment while practicing welding shop safety. Name the different welding tools and explain how they are safely used.

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	2023-2024	Faculty	Nick Leija
Term	Summer	Office	AS123
Section	186	Phone	903-782-0384
		email	nleija@parisjc.edu

Course	WLDG 1407
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	2023-2024	Faculty	John J Plemons
Term	summer	Office	103
Section	550	Phone	903-782-0385
		email	Jplemons@parisjc.edu

Course	WLDG 1407
Title	Introduction to Multi Processes

Description	Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	1. Have the ability to setup and operate a semi-automatic wire feed machine. 2. Have the ability to identify basic weld joints.
Schedule	Week 1-15 Skills obtained in this course will be revisited as needed during the remainder of the semester. Scheduled projects will be fillet/butt weld projects utilizing the SMAW/GMAW/FCAW processes in the vertical position.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024
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	2023-2024	Faculty	John J Plemons
Term	summer	Office	103
Section	550	Phone	903-782-0385
		email	jplemons@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	2023-2024
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	2023-2024
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	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	2023-2024
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	2023-2024
Term	summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	Jplemons@parisjc.edu

Course	WLDG 1430
Title	Introduction to Gas Metal Arc Welding GMAW)

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 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 GMAW process 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	2023-2024
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	2023-2024
Term	summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1434
Title	Introduction to Gas Tungsten Arc Welding (GTAW)

Description

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to setup and adjust a TIG welding outfit for different applications.

2. Have the ability to properly select the proper tungsten, filler rod, and shielding gas for different TIG welding applications.

Schedule

Week 4-13
Students will practice safe welding concepts while learning the GTAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the ER70S2 electrodes. Emphasis will be put on the FCAW/SMAW process in these positions also.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024	Faculty	Nick Leija
Term	Summer	Office	AS 123
Section	186	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	2023-2024
Term	summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1435
Title	Introduction to Pipe Welding

Description

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Have the ability to translate API codes.

2. Have the ability to select the right rod for the job.

Schedule

Week 1- 3
Students will practice safe welding concepts while learning the SMAW process in the 1G & 2G welding positions. Emphasis will be on the E6010 & E7018 electrodes. Some emphasis will be put on the FCAW process in these positions also.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024
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	2023-2024
Term	summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 1457
Title	Intermediate SMAW

Description

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify principles of arc welding;
2. describe arc welding operations of fillet and groove joints
3. explain heat treatments of low alloy steels
4. explain weld size and profiles

Schedule

Week 8-15 Skills learned in this course will prepare students for certification to AWS D1.1

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024	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	2023-2024	Faculty	John J Plemons
Term	summer	Office	103
Section	585	Phone	903-782-0385
		email	jplemons@parisjc.edu

Course	WLDG 2413
Title	INTERMEDIATE WELDING USING MULTIPLE PROCESSES

Description

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Textbooks

No Text book required, class hand outs will be given on an as needed basis

Student Learning Outcomes (SLO)

1. Identify proper safety equipment and tools and identify and select the proper welding process for a given application.

Schedule

Week 1- 15

Students will use various welding processes during layout and fabrication exercises to mirror real job shop/construction site atmospheres, emphasis being equally placed on safety, layout and fabrication. Group projects as well as individual projects are required.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024
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	2023-2024
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 welding in various 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 obtained in this course will be revisited as needed during the remainder of the semester. Scheduled projects will be groove weld projects utilizing the GMAW process 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	2023-2024
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	2022-2023
Term	summer
Section	585

Faculty	John J Plemons
Office	103
Phone	903-782-0385
email	jplemons@parisjc.edu

Course	WLDG 2451
Title	Advanced Gas Tungsten Arc Welding (GTAW)

Description	Advanced topics in GTAW welding, including welding in various positions and directions.v
Textbooks	No Text book required, class hand outs will be given on an as needed basis
Student Learning Outcomes (SLO)	1. Demonstrate proficiency in various welding positions; 2. describe safety rules and equipment used; 3. describe the effects of welding parameters in GTAW; 4. weld various joint designs; 5. diagnose welding problems; 6. perform visual inspection.
Schedule	Week 4-13 Students will practice safe welding concepts while learning the GTAW process in the 1G, 2G,5G, and 6G welding positions. Emphasis will be on the ER70S2 filler metal.

Evaluation methods	All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.

Paris Junior College Syllabus

Year	2023-2024
Term	Summer
Section	186

Faculty	Nick Leija
Office	AS 123
Phone	903-782-0384
email	nleija@parisjc.edu

Course	WLDG 2453
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	2023-2024	Faculty	John J Plemons
Term	summer	Office	103
Section	585	Phone	903-782-0385
		email	jplemons@parisjc.edu

Course	WLDG 2453
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.