<table>
<thead>
<tr>
<th>Course</th>
<th>ACNT 1303</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Accounting I</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board</td>
<td>5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35%</td>
</tr>
<tr>
<td>Homework</td>
<td>60%</td>
</tr>
</tbody>
</table>

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

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 disinfesting 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:

\[
\text{COURSE GRADE} = (\text{Average Exams} \times 0.40) + (\text{Average Assignments} \times 0.40) + (\text{Average Quizzes} \times 0.20)
\]
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 deadlines 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](mailto: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   Meeting Location: AS 128
Office: AS 140     Meeting Days: Tuesday/Thursday
Phone: 903.782.0360    Meeting Times: 8:00AM – 10:10AM
Email: mpannell@parisjc.edu
Office Hours: By Appointment

COVID-19
Paris Junior College will continue to monitor and assess the COVID-19 impact on the
communities served. Per CDC guidelines:
• All COVID-19 vaccines currently available in the United States have been shown to be
safe and effective at preventing COVID-19. Getting vaccinated yourself may also
protect people around you, particularly people at increased risk for severe illness from
COVID-19.
• Anyone on PJC campus/property will be expected to govern themselves by the CDC's
cleaning and disinfection, hand hygiene, and respiratory etiquette.
Masks are no longer required on a PJC campus. However, if you have not been
vaccinated, you should consider wearing a mask to protect your own health.

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  
| (D) Word – Module 2 – Textbook Project  
| (E) Word – Module 2 – SAM Project  
| (F) Word 2 Quiz  
| (G) Word Exam  
| (H) PowerPoint- Module 1 – Textbook Project  
| (I) PowerPoint – Module 1 – SAM Project 1a  
| (J) PowerPoint 1 Quiz  
| (K) PowerPoint – Module 2 – Textbook Project  
| (L) PowerPoint – Module 2 – SAM Project  
| (M) PowerPoint 2 Quiz  
| (N) PowerPoint Exam  
| (O) Excel – Module 1 – Textbook Project  
| (P) Excel – Module 1 – SAM Project  
| (Q) Excel 1 Quiz  
| (R) Excel – Module 2 – Textbook Project  
| (S) Excel – Module 2 – SAM Project  
| (T) Excel 2 Quiz  
| (U) Excel – Module 3 – Textbook Project  
| (V) Excel – Module 3 – SAM Project  
| (W) Excel 3 Quiz  
| (X) Excel- Module 4 – Textbook Project  
| (Y) Excel – Module 4 – SAM Project  
| (Z) Excel 4 Quiz  
| (ZA) Excel Exam  
| (ZB) Access - Module 1 – Textbook Project  
| (ZC) Access – Module 1 – SAM Project 1a  
| (ZD) Access 1 Quiz  
| (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:

\[ \text{COURSE GRADE} = (\text{Average Exams} \times 0.40) + (\text{Average Assignments} \times 0.40) + (\text{Average Quizzes} \times 0.20) \]

**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 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 deadlines 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.*

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- 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.

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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:

\[
\text{COURSE GRADE} = (\text{Average Exams} \times .40) + (\text{Average Assignments} \times .40) + (\text{Average Quizzes} \times .20)
\]
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 deadlines 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 deadlines 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:
Pride/Hughes/Kapoor
Bundled with a Loose-leaf Version + MindTap, 1 term (6 months) Printed Access Card
Cengage Learning

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 |
<table>
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<tbody>
<tr>
<td>Week 2:</td>
<td>Chapter 1: Exploring the World of Business and Economics</td>
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<tr>
<td>Week 3:</td>
<td>Chapter 2: Ethics and Social Responsibility in Business</td>
</tr>
</tbody>
</table>
| 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:**

- $575 – 639 = A$  
- $511 – 574 = B$  
- $447 – 510 = C$  
- $383 – 446 = D$  
- $0 – 382 = F$

- $90 - 100 = A$  
- $80 - 89 = B$  
- $70 - 79 = C$  
- $60 - 69 = D$  
- $0 - 59 = F$
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.
<table>
<thead>
<tr>
<th>Course</th>
<th>BUSG 1301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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. |
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).
| 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  
(I) Final Exam |
COSC 1301.530
Introduction to Computing
Summer 2 2024

Instructor: Dr. Mark Kjellander  Meeting Location: SSC 113
Office: GC 209     Meeting Days: Monday/Wednesday
Phone: 903.782.8716    Meeting Times: 10a-12p
Email: mkjellander@parisjc.edu
Office Hours: Monday and Wednesday 1:00 – 4:00

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:

\[
\text{COURSE GRADE} = (\text{Average Exams} \times .40) + (\text{Average Assignments} \times .40) + (\text{Average Quizzes} \times .20)
\]

GRADE SCALE is based on calculated Course average:

\[
\begin{align*}
90 – 100 &= A \\
80 – 89 &= B \\
70 – 79 &= C \\
60 – 69 &= D \\
0 – 59 &= F
\end{align*}
\]

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 deadlines 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.
Instructor: Marjorie Pannell
Office: AS 140
Phone: 903.782.0360
Email: mpannell@parisjc.edu

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:

\[
\text{COURSE GRADE} = (\text{Average Exams} \times 0.40) + (\text{Average Assignments} \times 0.40) + (\text{Average Quizzes} \times 0.20)
\]

GRADE SCALE is based on calculated Course average:

\[
\begin{align*}
90 – 100 &= A \\
80 – 89 &= B \\
70 – 79 &= C \\
60 – 69 &= D \\
0 – 59 &= F
\end{align*}
\]

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 deadlines 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.
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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
   - 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.

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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.
| 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  
| | (I) Final Exam  

Schedule may change at Instructor’s discretion...
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:

\[
\text{COURSE GRADE} = (\text{Average Exams} \times .40) + (\text{Average Assignments} \times .40) + (\text{Average Quizzes} \times .20)
\]

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 deadlines 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     Meeting Location: Online
Office: AS 140     Meeting Days: NA
Phone: 903.782.0360     Meeting Times: NA
Email: mpannell@parisjc.edu  
Office Hours: By Appointment

COVID-19
Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. Per CDC guidelines:
• All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19. Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
• Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette.
Masks are no longer required on a PJC campus. However, if you have not been vaccinated, you should consider wearing a mask to protect your own health.

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:

\[
\text{COURSE GRADE} = (\text{Average Exams} \times .40) + (\text{Average Assignments} \times .40) + (\text{Average Quizzes} \times .20)
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GRADE SCALE is based on calculated Course average:

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\begin{align*}
90 – 100 &= A \\
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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 deadlines or due dates.
   - It is the student’s responsibility to maintain reliable computer equipment and internet service.
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**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.

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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.

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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.

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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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<table>
<thead>
<tr>
<th>Course</th>
<th>DFTG 1305</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Technical Drafting</td>
</tr>
<tr>
<td>Description</td>
<td>Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No text required</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>Students will create technical drawings, using geometric construction, orthographic projections, pictorial/sectional views, and dimensioned drawings using a CAD program.</td>
</tr>
</tbody>
</table>
| 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  
Week 9 - 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 |
<p>| Evaluation methods | Grading Objectives: Projects: 60%, Final Exam/Project: 40% of total grade |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>DFTG 1309</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Basic Computer-Aided Drafting</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Book Required</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
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<tr>
<td>Schedule</td>
<td>Week 1-Getting Started AutoCAD Overview&lt;br&gt;Week 2-Basic Drawing Set-up&lt;br&gt;Week 3-Draw Commands&lt;br&gt;Week 4-Modify Commands&lt;br&gt;Week 5-Utilities (Zoom, Pan, Undo, Redo)&lt;br&gt;Week 6-Osnaps&lt;br&gt;Week 7-Creating &amp; Editing Text&lt;br&gt;Week 8-Layers&lt;br&gt;Week 9-Working with Grips&lt;br&gt;Week 10-Inquiry Commands (Distance, Area)&lt;br&gt;Week 11-Dimensioning&lt;br&gt;Week 12-Annotations&lt;br&gt;Week 13-Using Hatches&lt;br&gt;Week 14-Creating &amp; working with Blocks&lt;br&gt;Week 15-Printing and Plotting&lt;br&gt;Week 16-Finals</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>Grading Objectives: Projects: 60%, Final Exam/Project: 40% of total grade</td>
</tr>
<tr>
<td>Course</td>
<td>DFTG 2323</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Title</td>
<td>Pipe Drafting</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Book Required</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 |
<p>| Evaluation methods | Grading Objectives: Assignments:60%, Final Exam/Project: 40% of total grade |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>DFTG 2338</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Final Project Advanced Drafting</td>
</tr>
<tr>
<td>Description</td>
<td>A drafting course in which students participate in a comprehensive project from conception to conclusion.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Book Required</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 |
<p>| Evaluation methods | Grading Objectives: Final Project: 100% of total grade |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>DMSO 1261</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Clinical -Diagnostic Medical Sonography/Sonographer and Ultrasound Technician</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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  
Attendance |
<table>
<thead>
<tr>
<th>Course</th>
<th>DMSO 2305</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Sonography of Obstetric/Gynecology</td>
</tr>
<tr>
<td>Description</td>
<td>Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.</td>
</tr>
</tbody>
</table>
| Textbooks | Textbook of Diagnostic Sonography, Volume II; Hagen-Ansurt  
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. |
<table>
<thead>
<tr>
<th>Schedule</th>
<th>Evaluation methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1-Orientation</td>
<td>Exams 50%</td>
</tr>
<tr>
<td>Week 2-Intro/Pelvis/Research Paper</td>
<td>Quizzes 30%</td>
</tr>
<tr>
<td>Week 3-Unit 2</td>
<td>Research Paper 10%</td>
</tr>
<tr>
<td>Week 4-Exam 1</td>
<td>Final Exam 10%</td>
</tr>
<tr>
<td>Week 5-Doppler/pelvis</td>
<td></td>
</tr>
<tr>
<td>Week 6-Pathology</td>
<td></td>
</tr>
<tr>
<td>Week 7-Exam 2</td>
<td></td>
</tr>
<tr>
<td>Week 8-Spring Break</td>
<td></td>
</tr>
<tr>
<td>Week 9-Role of Ultrasound/infertility</td>
<td></td>
</tr>
<tr>
<td>Week 10-Role of Ultrasound/Obstetrics</td>
<td></td>
</tr>
<tr>
<td>Week 11Ethics for Obstetric Sonography</td>
<td></td>
</tr>
<tr>
<td>Week 12-Exam 3</td>
<td></td>
</tr>
<tr>
<td>Week 13- Normal First trimester</td>
<td></td>
</tr>
<tr>
<td>Week 14-First trimester complications</td>
<td></td>
</tr>
<tr>
<td>Week 15- Exam 4</td>
<td></td>
</tr>
<tr>
<td>Week 16- Final Exam</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>DMSO 2351</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Title</td>
<td>Doppler Physics</td>
</tr>
<tr>
<td>Description</td>
<td>Doppler and hemodynamic principles relating to arterial and venous imaging and testing.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Understanding Ultrasound Physics</td>
</tr>
<tr>
<td></td>
<td>ISBN 9780962644450</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>Upon completion of this program, it is expected that a graduate will be able to:</td>
</tr>
<tr>
<td></td>
<td>1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures</td>
</tr>
<tr>
<td></td>
<td>2. Regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry</td>
</tr>
<tr>
<td>Schedule</td>
<td>06/05  WELCOME BACK!</td>
</tr>
<tr>
<td></td>
<td>Edelman, Chapter 12-Two-Dimensional Imaging</td>
</tr>
<tr>
<td></td>
<td>06/12</td>
</tr>
<tr>
<td></td>
<td>Edelman, Chapter 13-Real Time Imaging</td>
</tr>
<tr>
<td></td>
<td>06/19</td>
</tr>
<tr>
<td></td>
<td>Quiz # 1 (Chapters 12 &amp; 13)</td>
</tr>
<tr>
<td></td>
<td>Edelman, Chapter 14-Pulsed Echo Instrumentation</td>
</tr>
<tr>
<td></td>
<td>06/26</td>
</tr>
<tr>
<td></td>
<td>EXAM 1 (Chapters 12,13 &amp; 14)</td>
</tr>
<tr>
<td></td>
<td>Edelman, Chapter 15-Displays &amp; Image Processing</td>
</tr>
<tr>
<td></td>
<td>07/03</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>Percentage</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Lab Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Course</td>
<td>DMSO 2353</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Title</td>
<td>Sonography of Superficial Structures</td>
</tr>
<tr>
<td>Description</td>
<td>Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Textbook of Diagnostic Sonography</td>
</tr>
<tr>
<td></td>
<td>Set - ISBN 9780323826464</td>
</tr>
<tr>
<td></td>
<td>Work book for Textbook of Diagnostic Medical Sonography</td>
</tr>
<tr>
<td></td>
<td>ISBN 9780323826501</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>06/06 Introduce Thyroid</td>
</tr>
<tr>
<td></td>
<td>06/13 Quiz #1 Thyroid - Introduce Breast</td>
</tr>
<tr>
<td></td>
<td>Case Studies ASSIGNED</td>
</tr>
<tr>
<td></td>
<td>06/20 Quiz #2 Breast - Introduce Scrotal</td>
</tr>
<tr>
<td></td>
<td>06/27 Exam 1 - Thyroid, Breast, Scrotal- Introduce MSK, Assign Interventional Procedures</td>
</tr>
<tr>
<td></td>
<td>07/04 4th of July Holiday!!!!!!</td>
</tr>
<tr>
<td></td>
<td>07/11 Present Interventional Procedures for Quiz #3 grade</td>
</tr>
<tr>
<td></td>
<td>07/18 Exam 2 - MSK, Interventional Procedures</td>
</tr>
<tr>
<td></td>
<td>07/25 Introduce Pediatric hip, brain, spine</td>
</tr>
<tr>
<td></td>
<td>08/01 Exam 3 - Pediatric hip, brain, spine</td>
</tr>
<tr>
<td></td>
<td>08/08 Review for Final</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>Exams 50%</td>
</tr>
<tr>
<td></td>
<td>Quizzes 30%</td>
</tr>
<tr>
<td></td>
<td>Final Exam 10%</td>
</tr>
<tr>
<td></td>
<td>Lab Assignments 10%</td>
</tr>
<tr>
<td>Faculty</td>
<td>Heath Thomas</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>EMSP 1208</th>
<th>Title</th>
<th>Emergency Vehicle Operations</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Discussion, Demonstration, and driving range practice. Addresses operation of vehicles in emergency and non-emergency modes.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Textbooks</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLO)</th>
<th>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</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Course is conducted over 6 weeks online.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evaluation methods</th>
<th>Grades for this course are based on a tiered scale defined in the classroom syllabus.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>EMSP 2143</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Assessment Based Management</td>
</tr>
<tr>
<td>Description</td>
<td>A capstone course covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Nancy Caroline's Emergency Care in the Streets, 9th Edition</td>
</tr>
</tbody>
</table>
| 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 |
<p>| Evaluation methods | Grade determined based on a tiered scale defined in classroom syllabus |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>EMSP 2160</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Clinical - Emergency Medical EMT Paramedic</td>
</tr>
<tr>
<td>Description</td>
<td>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</td>
</tr>
</tbody>
</table>
| 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. |
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 Response  
Week 5 - Crime Scene Awareness  

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.
<table>
<thead>
<tr>
<th>Course</th>
<th>EMSP 2266</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Practicum (or Field Experience - Emergency Medical Technology/Technician (EMT Paramedic)</td>
</tr>
<tr>
<td>Description</td>
<td>Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student</td>
</tr>
</tbody>
</table>
| 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 clinic rotations over a 14 week period. Schedule will be determined by students successful completion of skills throughout the semester. |
<p>| Evaluation methods | Successful completion of this course will require the student to attend at least the minimum number of assigned rotation hours, and obtain the minimum established number of skills and patient contacts |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>EMSP 2306</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Emergency Pharmacology</td>
</tr>
<tr>
<td>Description</td>
<td>A comprehensive course covering the utilization of medications in treating emergency situations.</td>
</tr>
<tr>
<td>Textbooks</td>
<td></td>
</tr>
</tbody>
</table>
| Student Learning (SLO) | - 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  
| Faculty         | Heath Thomas                    |
| Year            | 2023-2024                       |
| Term            | Summer II                       |
| Section         | 265                             |
| Office          | WTC 1012                        |
| Phone           | 903-782-0735                    |
| email           | hthomas@parisjc.edu             |
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%
<table>
<thead>
<tr>
<th>Course</th>
<th>EMSP 2330</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Special Populations</td>
</tr>
</tbody>
</table>

**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

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

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

**Evaluation methods**
Determination of Course Grade:
Course grade is based on a tiered grading rubric. Students can achieve a grade of A-C, or an F. Grade C requires minimum of 80% grade on all assignments and 75% or greater on all exams.
<table>
<thead>
<tr>
<th>Course</th>
<th>HITT1301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Healthcare Delivery Systems</td>
</tr>
<tr>
<td>Description</td>
<td>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</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Health Information Management Student Membership Bundle 1. ISBN: 9781584267744</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 |
<p>| Evaluation methods | One-Pagers - 40%  Chapter Test - 50%  Final Exam 10% |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>HITT 1305</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>Description</td>
<td>Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties</td>
</tr>
</tbody>
</table>
| 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:  
☐ 106/03 Chapter 1  
☐ Chapter 4  
☐ SmartBook  
☐ Test 1/4  
☐ 206/10 Chapter 2  
☐ Chapter 3  
☐ SmartBook  
☐ Test 2/3  
☐ 306/17 Chapter 5  
☐ Chapter 6  
☐ SmartBook  
☐ Test 5/6  
☐ 406/24 Chapter 7  
☐ Chapter 8  
☐ SmartBook  
☐ Test 7/8 |
Evaluation methods

Grade Breakdown:
SmartBook: 40%
Tests: 40%
Final Exam: 20%
<table>
<thead>
<tr>
<th>Course</th>
<th>HITT1345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Healthcare Delivery Systems</td>
</tr>
<tr>
<td>Description</td>
<td>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</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Health Information Management Student Membership Bundle</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>1-07/15 Chapter 2 – Healthcare Delivery Systems/ Chapter 8 – Health Law 2-07/22 Chapter 9 – Data Privacy &amp; 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</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>Assignments – 70% Discussion Board – 30%</td>
</tr>
<tr>
<td>Course</td>
<td>HPRS 2300</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>Title</td>
<td>Pharmacology for Health Professions</td>
</tr>
<tr>
<td>Description</td>
<td>A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of dosages.</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Schedule | Week 1- Orientation, History of Pharmacology, Basics of Pharmacology; 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- Pharmacology 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. |
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 1319 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Basic Horology I</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Introduction to watchmaking profession and customer service concepts. Emphasis on tool preparation, component handling, metrology, and product identification.</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: None. Fee charged.</td>
<td></td>
</tr>
<tr>
<td>Textbooks</td>
<td></td>
</tr>
<tr>
<td>Theory of Horology - Reymondin</td>
<td></td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td></td>
</tr>
<tr>
<td>Orientation/Intro to profession</td>
<td></td>
</tr>
<tr>
<td>Safety/Workshop organization</td>
<td></td>
</tr>
<tr>
<td>Tool identification/Commission bench and toolkit</td>
<td></td>
</tr>
<tr>
<td>Metrology</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
</tr>
<tr>
<td>Tool commissioning</td>
<td></td>
</tr>
<tr>
<td>Equipment maintenance</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
</tr>
<tr>
<td>Component Handling</td>
<td></td>
</tr>
<tr>
<td>Commission hand tools</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
</tr>
<tr>
<td>Technology of timekeeping</td>
<td></td>
</tr>
<tr>
<td>Product identification</td>
<td></td>
</tr>
<tr>
<td>Commission hand tools</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Garrin Fraze</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2023-2024</td>
</tr>
<tr>
<td>Term</td>
<td>Summer</td>
</tr>
<tr>
<td>Section</td>
<td>185</td>
</tr>
<tr>
<td>Office</td>
<td>AS 132</td>
</tr>
<tr>
<td>Phone</td>
<td>903–782–0361</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:gfraze@parisjc.edu">gfraze@parisjc.edu</a></td>
</tr>
</tbody>
</table>

### Course

**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.

**Prerequisite:** 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,
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 1321 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Basic Horology III</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Schedule | Week 1
Encasing

Week 2
Encasing

Week 3
Encasing

Week 4
Encasing |
Assessment methods

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,
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 1322 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Basic Horology IV</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>HRGY 1321</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Encasing</td>
</tr>
<tr>
<td>Week 2</td>
<td>Encasing</td>
</tr>
<tr>
<td>Week 3</td>
<td>Encasing</td>
</tr>
<tr>
<td>Week 4</td>
<td>Encasing</td>
</tr>
</tbody>
</table>
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 resources and seek guidance from their instructors and peers.
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 1371.185 223T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Computer Aided Design</td>
</tr>
<tr>
<td>Description</td>
<td>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</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Matrix Software for Jewelry Artisans</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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).</td>
</tr>
<tr>
<td>Schedule</td>
<td>May 13th - June 3rd</td>
</tr>
<tr>
<td></td>
<td>Creating beginning projects for jewelry articles.</td>
</tr>
</tbody>
</table>
Final Course Grades:
DESIGN ASSIGNMENTS 90%
FINAL TEST 10%
### Course Information

<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 1372.185 223T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>TECHNICAL ILLUSTRATION for JEWELRY DESIGN</td>
</tr>
</tbody>
</table>

### 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%
| 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. <br> Credits: 3= 1 lecture and 8 laboratory hours per week <br> TSI Requirement: xxx M, xxx R, xxx W. <br> 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. <br> Demonstrate knowledge of STL files and 3D printing. |
| Schedule | June 27th - July 22nd <br> Creating intermediate projects for jewelry articles. <br> 3D Printing |

**Course Information**

- **Faculty**: Ashton Henderson
- **Office**: AS 108
- **Phone**: 903-782-0249
- **Email**: ahenderson@parisjc.edu
<table>
<thead>
<tr>
<th>Evaluation methods</th>
<th>Final Course Grades:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DESIGN ASSIGNMENTS 90%</td>
</tr>
<tr>
<td></td>
<td>FINAL TEST 10%</td>
</tr>
<tr>
<td>Course</td>
<td>HRGY 1374.185 223T</td>
</tr>
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<td>---------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Title</td>
<td>SOLID MODELING DESIGN for JEWELRY</td>
</tr>
<tr>
<td>Description</td>
<td>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</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Handouts on Blackboard</td>
</tr>
<tr>
<td>Schedule</td>
<td>July 23rd - August 15th</td>
</tr>
<tr>
<td>Description</td>
<td>Design intermediate and advanced projects for articles of jewelry. 3D Printing</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>Demonstrate skill of modeling Advanced Surfaces and Pave'. Knowledge of Advanced 3D printing strategies.</td>
</tr>
</tbody>
</table>
Final Course Grades:
DESIGN ASSIGNMENTS 90%
FINAL TEST 10%
<table>
<thead>
<tr>
<th>Course</th>
<th>HRY 2301 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Horology I</td>
</tr>
<tr>
<td>Description</td>
<td>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: HRY 1322</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1 Mechanical Watches - applied theory</td>
</tr>
<tr>
<td></td>
<td>Week 2 Mechanical Watches - applied theory</td>
</tr>
<tr>
<td></td>
<td>Week 3 Quartz Watches - applied theory</td>
</tr>
<tr>
<td></td>
<td>Week 4 Quartz Watches - applied theory</td>
</tr>
</tbody>
</table>
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.
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
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,
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 2303 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Horology III</td>
</tr>
</tbody>
</table>

**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
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.
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 2304 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Horology IV</td>
</tr>
<tr>
<td>Description</td>
<td>Continuation of Intermediate Horology III with emphasis on escapement functions and adjustment. Prerequisite: HRGY 2303</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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,
<table>
<thead>
<tr>
<th>Course</th>
<th>HRYG 2305 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Horology V</td>
</tr>
<tr>
<td>Description</td>
<td>Continuation of Intermediate Horology IV with emphasis on oscillator function, repair, and adjustment. Prerequisite: HRYG 2304</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 2306 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Horology VI</td>
</tr>
<tr>
<td>Description</td>
<td>Continuation of Intermediate Horology V with emphasis on balance spring manipulation to improve chronometry. Prerequisite: HRGY 2305</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Mechanical watches – regulation/hairspring manipulation</td>
</tr>
<tr>
<td>Week 2</td>
<td>Mechanical watches – regulation/hairspring manipulation</td>
</tr>
<tr>
<td>Week 3</td>
<td>Mechanical watches – regulation/hairspring manipulation</td>
</tr>
<tr>
<td>Week 4</td>
<td>Mechanical watches – regulation/hairspring manipulation</td>
</tr>
</tbody>
</table>
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,
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 2307 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Horology VII</td>
</tr>
<tr>
<td>Description</td>
<td>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</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 |
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.
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 2308 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Horology VIII</td>
</tr>
<tr>
<td>Description</td>
<td>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</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Precision timing/workflow/full service on manual wind, automatic wind and quartz watches</td>
</tr>
<tr>
<td>Week 2</td>
<td>Precision timing/workflow/full service on manual wind, automatic wind and quartz watches</td>
</tr>
<tr>
<td>Week 3</td>
<td>Precision timing/workflow/full service on manual wind, automatic wind and quartz watches</td>
</tr>
<tr>
<td>Week 4</td>
<td>Precision timing/workflow/full service on manual wind, automatic wind and quartz watches</td>
</tr>
</tbody>
</table>
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,
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 2341 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Advanced Horology Systems I</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Chronograph theory and practical</td>
</tr>
<tr>
<td>Week 2</td>
<td>Chronograph theory and practical</td>
</tr>
<tr>
<td>Week 3</td>
<td>Chronograph theory and practical</td>
</tr>
<tr>
<td>Week 4</td>
<td>Chronograph theory and practical</td>
</tr>
</tbody>
</table>
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,
<table>
<thead>
<tr>
<th>Course</th>
<th>HRGY 2342 185 233L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Advanced Horology Systems II</td>
</tr>
<tr>
<td>Description</td>
<td>A continuation of Advanced Horology Systems I with emphasis on chronographs with additional complications such as automatic winding and calendar mechanisms. Prerequisite: HRGY 2341</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Theory of Horology - Reymondin</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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  

Faculty | Garrin Fraze |
Office | AS 132 |
Phone | 903–782–0361 |
email | gfraze@parisjc.edu |
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,
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, automatic, and quartz watches with time constraints modeled after modern working environment production goals; demonstrate technical skills via practical component of final exam; and demonstrate theoretical knowledge of horological principles within 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 of time; mid-term exam
### 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 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 experience, education, and knowledge of the instructor of watchmaking, and, when applicable, speed and quantity 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 scheduled. Students may receive an INCOMPLETE upon failure to finish every project assigned by the end of the semester. Students are expected to complete their projects by 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 work...
of time as an analog automatic wind, illustrate principles via
Assessment

Advancing to the

First Apply

Entitled to the

Final Industry

Entity of Work

Completed in

Module. Students

Entitled to have

An Entitled Handbook.

Signing Hours
<table>
<thead>
<tr>
<th>Course</th>
<th>ITSC 1309</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Integrated Software Applications I</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>Utilize industry standard application software to produce personal, business, and academic reports and presentations.</td>
</tr>
</tbody>
</table>

This schedule is a rough guide only and is subject to change as the semester progresses.
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.
<table>
<thead>
<tr>
<th>Course</th>
<th>ITCW 1304</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Spreadsheets</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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</td>
</tr>
</tbody>
</table>
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 are usually posted in BlackBoard within one week following the due date.
<table>
<thead>
<tr>
<th>Course</th>
<th>JLRY 1413</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>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</td>
</tr>
<tr>
<td>Textbooks</td>
<td>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;</td>
</tr>
<tr>
<td>SLO</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.
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
- Phenomenal 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 proficiency in use of geological protocol in gemstone classification. The student will competently use the geological binocular microscope, polariscope, refractometer, and other geological 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.
<table>
<thead>
<tr>
<th>Course</th>
<th>JLRY 2431</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Advanced Gemological Practice</td>
</tr>
<tr>
<td>Description</td>
<td>Continued development of skills in gemstone identification. Emphasis on colored stones including synthetics, gemstone enhancements/treatments and the proper care of laboratory instruments.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>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</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>Instructor use of lecture, demonstrations, visual aids, and reading assignments; students will demonstrate proficiency in use of gemological protocol in gemstone classification. The student will competently use the gemological binocular microscope, polariscope, refractometer, and other gemological tools to successfully identify colored gemstones during the lab portion of the class. End of course written test used to confirm familiarity of the subjects taught during the course. A students practical performance, work ethic, and test scores are all integral to their final course grade.</td>
</tr>
<tr>
<td>Course</td>
<td>MDCA 1309</td>
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<tr>
<td>Title</td>
<td>Anatomy And Physiology for Medical Assistants</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Herlihy The Human Body In Health and Illness 7th Edition</td>
</tr>
<tr>
<td>ISBNs:</td>
<td>9780323711265</td>
</tr>
</tbody>
</table>
| 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%
<table>
<thead>
<tr>
<th>Course</th>
<th>RADR 1213</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Principles of Radiographic Imaging I</td>
</tr>
<tr>
<td>Description</td>
<td>Understand and apply concepts and theories of equipment operations and their integration for medical diagnosis.</td>
</tr>
</tbody>
</table>
| Student Learning Outcomes (SLO) | 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  
Week 4- 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% |
<table>
<thead>
<tr>
<th>Course</th>
<th>RADR 1267</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer</td>
</tr>
<tr>
<td>Description</td>
<td>Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.</td>
</tr>
</tbody>
</table>
| Student Learning Outcomes (SLO) | Upon completion of this program, it is expected that a graduate will be able to  
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

<table>
<thead>
<tr>
<th>Course</th>
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<td>Description</td>
<td>Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.</td>
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</tbody>
</table>
| Student Learning Outcomes (SLO) | Upon completion of this program, it is expected that a graduate will be able to  
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% |
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.  
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%
## Course: RADR 2267
### Title: Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer

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

**Textbooks**

1. *Introduction to Radiologic Science and Patient Care*, Adler, Carlton, 7th edition, 2019
   ISBN: 978-0-323-56671-1

**Student Learning Outcomes (SLO)**

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’s evaluation forms:
- Patient Care 15%
- Professional 15%
- Knowledge/Skills 16%
- Attendance 5%
<table>
<thead>
<tr>
<th>Course</th>
<th>RADR 2301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate Radiographic Procedures</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Student Learning Outcomes | (SLO)  
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-Procedure Assignment  
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% |
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:

Student Learning Outcomes (SLO):
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 Assignment
- 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%
<table>
<thead>
<tr>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>Term</td>
<td>Summer</td>
</tr>
<tr>
<td>Section</td>
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</tbody>
</table>

**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**

**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.
<table>
<thead>
<tr>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Professionalism</td>
</tr>
<tr>
<td>Week 2 Clinical Judgement</td>
</tr>
<tr>
<td>Week 3 Teamwork and collaboration</td>
</tr>
<tr>
<td>Week 4 Communication</td>
</tr>
<tr>
<td>Week 5 Evidenced Based Practice</td>
</tr>
<tr>
<td>Week 6 Quality Improvement</td>
</tr>
<tr>
<td>Week 7 Patient Centered Care</td>
</tr>
<tr>
<td>Week 8 Leadership and Management</td>
</tr>
<tr>
<td>Week 9 Health Policy</td>
</tr>
<tr>
<td>Week 10 Safety</td>
</tr>
<tr>
<td>Week 11 Final Exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Components</td>
</tr>
<tr>
<td>Capstone Proctored Comprehensive Form A 5%</td>
</tr>
<tr>
<td>Capstone Proctored Comprehensive Form B 5%</td>
</tr>
<tr>
<td>ATI Capstone Content 30%</td>
</tr>
<tr>
<td>Resume and cover letter 5%</td>
</tr>
<tr>
<td>Submit application to BON and Pay fees for NCLEX testing</td>
</tr>
<tr>
<td>Apply for graduation 2%</td>
</tr>
<tr>
<td>Career Exploration 4%</td>
</tr>
<tr>
<td>Board Vitals Quizzing 8 at 3/125% each total of 25%</td>
</tr>
<tr>
<td>Simulation concept paper total of 4 at 5% each total of 20%</td>
</tr>
<tr>
<td>Course</td>
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<tr>
<td>----------</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Description</td>
</tr>
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</table>
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

<table>
<thead>
<tr>
<th>Textbooks</th>
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</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLO)</th>
</tr>
</thead>
</table>
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 Management
- Week 9 Health Policy
- Week 10 Safety
- Week 11 Final Exam

Evaluation methods

Course Components
- Capstone Proctored Comprehensive Form A 5%
- Capstone Proctored 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 Exploration 4%
- Board Vitals Quizzing 8 at 3/125% each total of 25%
- Simulation concept paper total of 4 at 5% each total of 20%
**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**  
### 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.
<table>
<thead>
<tr>
<th>Course</th>
<th>RNSG 2260</th>
</tr>
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<tbody>
<tr>
<td>Title</td>
<td>Clinical – Registered Nursing/Registered Nurse</td>
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<tr>
<td>Description</td>
<td>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.</td>
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**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.
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- 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  
Faculty: Christy Armes  

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Section</th>
<th>Course</th>
<th>Description</th>
<th>Textbooks</th>
<th>Student Learning Outcomes (SLO)</th>
</tr>
</thead>
</table>
| 2024 | Summer | 100 | RNSG 2539 | 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.  
Texas Board of Nursing: (2017) Texas nursing practice act and nursing peer review act. Retrieved from https://www.bon.texas.gov/laws-and-pibs/nursing-practice-act | 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

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Maternal Newborn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Perfusion</td>
</tr>
<tr>
<td>Week 3</td>
<td>Neuro</td>
</tr>
<tr>
<td>Week 4</td>
<td>Metabolic</td>
</tr>
<tr>
<td>Week 5</td>
<td>Gas Exchange</td>
</tr>
<tr>
<td>Week 6</td>
<td>Hematology</td>
</tr>
<tr>
<td>Week 7</td>
<td>Mental Health</td>
</tr>
<tr>
<td>Week 8</td>
<td>Endocrine</td>
</tr>
<tr>
<td>Week 9</td>
<td>Emergency Management/ Immunity</td>
</tr>
<tr>
<td>Week 10</td>
<td>ATI review</td>
</tr>
<tr>
<td>Week 11</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

### Evaluation methods

**Course Components**

- 4 Unit Exams 22.5% each (total of 90%)
- ATI comprehensive predictor 10%
<table>
<thead>
<tr>
<th>Course</th>
<th>RNSG 2539</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Health Care Concepts IV</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
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</tr>
<tr>
<td>Week 1 Maternal Newborn</td>
<td></td>
</tr>
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<tr>
<td>Week 10 ATI review</td>
<td></td>
</tr>
<tr>
<td>Week 11 Final Exam</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation methods</th>
</tr>
</thead>
<tbody>
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<td>Course Components</td>
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<td>--------</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
</tr>
<tr>
<td>Schedule</td>
</tr>
<tr>
<td>Evaluation methods</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>5 Unit Examinations (averaged)</td>
</tr>
<tr>
<td>Daily Grades (avg.): workbook assignments, quizzes, etc.</td>
</tr>
<tr>
<td>Comprehensive Final Examination</td>
</tr>
</tbody>
</table>
### Course Information

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Norman Gilbert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>WTC 1046</td>
</tr>
<tr>
<td>Phone</td>
<td>903-782-0734</td>
</tr>
<tr>
<td>email</td>
<td><a href="mailto:ngilbert@parisjc.edu">ngilbert@parisjc.edu</a></td>
</tr>
</tbody>
</table>

**Course**  
SRGT 1409

**Title**  
Perioperative Concepts and Aseptic Technique

**Description**  
In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and management of the sterile field.

**Textbooks**  
Same as used in concurrent course, SRGT1405:
*Surgical Technology for the Surgical Technologist: A Positive Care Approach* (5th ed., 2017), and Study Guide (workbook) to accompany the textbook, Surgical Technology for the Surgical Technologist: A Positive Care Approach, Cengage Delmar publisher. 

Choose one of two Dictionaries:
*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**

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

4-5 Unit Examinations (averaged) 50% of course grade
Lab Skills and Daily Grades (avg.): workbook assignments, quizzes, etc. 10% of course grade
Two-part Comprehensive Final Examination, 40% of course grade, including Pre-Clinical Skills
Practicum requiring 75% minimum score.
<table>
<thead>
<tr>
<th>Course</th>
<th>SRGT 1441</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Surgical Procedures I</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 |
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.
<table>
<thead>
<tr>
<th>Course</th>
<th>SRGT 2461</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Clinical - Surgical Technology/Technologist</td>
</tr>
</tbody>
</table>

**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**

**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
<table>
<thead>
<tr>
<th>Course</th>
<th>VNSG 1160</th>
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<tbody>
<tr>
<td>Title</td>
<td>Clinical-Licensed Practical/Vocational Nurse Training</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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- Hospital Clinicals and Pediatric Teaching Project Presentations  
Week 11- Community Service Project Presentations and Med Term Quiz |
<p>| Evaluation methods | Direct observation by clinical instructors, graded paperwork, evaluations from community service managers, skills and clinical objective sheets |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>VNSG 1222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Vocational Nursing Concepts</td>
</tr>
</tbody>
</table>

**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:

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

**Schedule**

<table>
<thead>
<tr>
<th>Week 1- Nursing History and Legal/Ethical</th>
<th>Week 2- Communication</th>
<th>Week 3- Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 4- Clinical Decision Making and Nursing Process</td>
<td>Week 5- Culture and Spirituality</td>
<td>Week 6- Exam</td>
</tr>
<tr>
<td>Week 9- Health Promotion</td>
<td>Week 11- Exam 2</td>
<td></td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>Direct observation, active learning assignments in class, poster project</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>VNSG 1222</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Title</td>
<td>Vocational Nursing Concepts</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
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</tr>
<tr>
<td>Textbooks</td>
<td>Required Summer 2024: Lippincott CoursePoint+ Enhanced for Ricci, Kyle &amp; Carman's Maternity and Pediatric Nursing ISBN: 9781975156794 Required Fall 2024:</td>
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</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1- Nursing History and Legal/Ethical 4- Exam Week 6- Clinical Decision Making and Nursing Process Week 9- Health Promotion Week 2- Communication Week 5- Culture and Spirituality Week 11- Exam 2</td>
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</tr>
<tr>
<td>Evaluation methods</td>
<td>Direct observation, active learning assignments in class, poster project</td>
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<tr>
<td>Course</td>
<td>VNSG 1423</td>
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<tr>
<td>Title</td>
<td>Basic Nursing Skills</td>
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<tr>
<td>Description</td>
<td>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.</td>
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<tr>
<td>Textbooks</td>
<td></td>
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</tr>
<tr>
<td>Required Fall 2023:</td>
<td>Lippincott CoursePoint+ Enhanced for Brunner &amp; Suddarth’s Textbook of Medical-Surgical Nursing – ISBN: 9781975186777</td>
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<tr>
<td>Hurst Next – Next generation NCLEX prep resource</td>
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<tr>
<td>Optional:</td>
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</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>1. Identify safe and competent entry-level nursing skills.</td>
<td></td>
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<tr>
<td></td>
<td>2. Identify how each step of the nursing process relates to nursing care.</td>
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<td>3. Identify nursing interventions designed to break the link in the chain of infection.</td>
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<td>5. Perform safe client-centered care techniques when providing nursing interventions.</td>
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<td>6. Demonstrate accurate documentation of nursing techniques and nursing care, e.g., hygiene, safety precautions, intake and output, positioning, client mobility, and transfer, vital signs, and medication administration.</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1: Vital Signs</td>
<td></td>
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<tr>
<td></td>
<td>Week 2: Infection Control/Wound Care</td>
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<td>Week 3&amp;4: Physical Assessment</td>
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<tr>
<td></td>
<td>Week 5: Nutrition &amp; Hygiene</td>
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<tr>
<td></td>
<td>Week 6-10: Medication Administration &amp; Mobility</td>
<td></td>
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<tr>
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<td>Week 11: IV Starts</td>
<td></td>
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</tbody>
</table>
Evaluation methods

<table>
<thead>
<tr>
<th>Course Components</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vital Signs Skill Check-off</td>
<td>30%</td>
</tr>
<tr>
<td>Head-to-Toe Assessment Check-off</td>
<td>30%</td>
</tr>
<tr>
<td>Medication Administration Skill Check-off</td>
<td>30%</td>
</tr>
<tr>
<td>ATI Skills 3.0 Module Tests 5 at 2% each</td>
<td>10%</td>
</tr>
</tbody>
</table>

*ALL COURSE COMPONENTS ARE MANDATORY*
<table>
<thead>
<tr>
<th>Course</th>
<th>VNSG 1500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Nursing in Health and Illness I</td>
</tr>
<tr>
<td>Description</td>
<td>Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions</td>
</tr>
</tbody>
</table>

**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 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%
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1313</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Blue Print Reading for Welders</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Schedule     | Week 1-13 The skills obtained in this course will be utilized in preparation for reading industrial blueprints.
<p>| Evaluation methods | All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade. |</p>
<table>
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</thead>
<tbody>
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</tr>
<tr>
<td>Textbooks</td>
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</tbody>
</table>
| 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 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

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Nick Leija</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2023-2024</td>
</tr>
<tr>
<td>Office</td>
<td>AS 123</td>
</tr>
<tr>
<td>Term</td>
<td>Summer</td>
</tr>
<tr>
<td>Phone</td>
<td>903-782-0384</td>
</tr>
<tr>
<td>email</td>
<td><a href="mailto:nleija@parisjc.edu">nleija@parisjc.edu</a></td>
</tr>
<tr>
<td>Section</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1317</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Layout and Fabrication)</td>
</tr>
</tbody>
</table>

**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.
<p>| Evaluation methods | All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade. |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1317</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Layout and Fabrication</td>
</tr>
<tr>
<td>Description</td>
<td>A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No textbook required, class handouts will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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. |
All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1323</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Safety, Tool and Equipment</td>
</tr>
<tr>
<td>Description</td>
<td>An introduction to welding equipment and safety practices, including OSHA standards for industry.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1- 13 The skills obtained in this course will be utilized in safe practices in the welding field. Familiarization with welding equipment and associated tools used.</td>
</tr>
</tbody>
</table>
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 equipment
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.
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 textbook required, class handouts 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 gases, 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.
<p>| Evaluation methods | All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade. |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1407</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Multi Processes</td>
</tr>
<tr>
<td>Description</td>
<td>Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
</tbody>
</table>
| 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. |
<p>| 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. |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1407</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Multi Processes</td>
</tr>
<tr>
<td>Description</td>
<td>Basic welding techniques using some of the following processes: Flux Cored Arc Welding (FCAW), and Gas metal arc welding (GMAW)</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
</tbody>
</table>
| 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.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1425</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
</tr>
<tr>
<td>Description</td>
<td>An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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).</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.</td>
</tr>
<tr>
<td>Course</td>
<td>WLDG 1425</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>Title</td>
<td>Introduction to Oxy-Fuel Welding and Cutting</td>
</tr>
<tr>
<td>Description</td>
<td>An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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).</td>
</tr>
</tbody>
</table>
Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1427</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No textbook required, class handouts will be given on an as-needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.</td>
</tr>
<tr>
<td>Course</td>
<td>Codes and Standards</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Title</td>
<td>Codes and Standards</td>
</tr>
<tr>
<td>Description</td>
<td>An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
</tbody>
</table>
Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1430</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Multi Processes</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No textbook required, class handouts will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1-15 Skills taught in this course will be hands-on and lecture, describing 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.</td>
</tr>
</tbody>
</table>
### 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 Welding

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 insp
action; weld various types of structural material; and diagnose welding problems.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1430</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Gas Metal Arc Welding (GMAW)</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
</tbody>
</table>
Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1434</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Gas Tungsten Arc Welding (GTAW)</td>
</tr>
<tr>
<td>Description</td>
<td>Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td></td>
</tr>
<tr>
<td>1. Have the ability to setup and adjust a TIG welding outfit for different applications.</td>
<td></td>
</tr>
<tr>
<td>2. Have the ability to properly select the proper tungsten, filler rod, and shielding gas for different TIG welding applications.</td>
<td></td>
</tr>
</tbody>
</table>
| 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. |
### Course Information

**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 textbook required, class handouts 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.
<p>| Evaluation methods | All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade. |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1435</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Pipe Welding</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>1. Have the ability to translate API codes. 2. Have the ability to select the right rod for the job.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1-3 Students will practice safe welding concepts while learning the SMAW process in the 1G &amp; 2G welding positions. Emphasis will be on the E6010 &amp; E7018 electrodes. Some emphasis will be put on the FCAW process in these positions also.</td>
</tr>
</tbody>
</table>
Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1435</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Introduction to Pipe Welding</td>
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<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No textbook required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>1. Have the ability to translate API codes.  2. Have the ability to select the right rod for the job.</td>
</tr>
</tbody>
</table>
| 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.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 1457</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Intermediate SMAW</td>
</tr>
<tr>
<td>Description</td>
<td>A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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</td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1-15 Skills learned in this course will prepare students for certification to AWS D1.1</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.</td>
</tr>
<tr>
<td>Course</td>
<td>WLDG 1457</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Title</td>
<td>Intermediate SMAW</td>
</tr>
<tr>
<td>Description</td>
<td>A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>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</td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 8-15 Skills learned in this course will prepare students for certification to AWS D1.1</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.</td>
</tr>
<tr>
<td>Course</td>
<td>WLDG 2413</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>Title</td>
<td>INTERMEDIATE WELDING USING MULTIPLE PROCESSES</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>1. Identify proper safety equipment and tools and identify and select the proper welding process for a given application.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
</tbody>
</table>
All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 2413</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>INTERMEDIATE WELDING USING MULTIPLE PROCESSES</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>1. Identify proper safety equipment and tools and identify and select the proper welding process for a given application.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.</td>
</tr>
<tr>
<td>Course</td>
<td>WLDG 2447</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Title</td>
<td>Advanced Gas Metal Arc Welding</td>
</tr>
<tr>
<td>Description</td>
<td>Advanced topics in gas metal arc welding (GMAW), Includes welding in various welding positions.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Week 1-15 Skills taught in this course will be hands on and lecture, describing 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).</td>
</tr>
</tbody>
</table>
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 Welding

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 insp
section; weld various types of structural material; and diagnose welding problems.
<table>
<thead>
<tr>
<th>Course</th>
<th>WLDG 2447</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Advanced Gas Metal Arc Welding</td>
</tr>
<tr>
<td>Description</td>
<td>Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.</td>
</tr>
<tr>
<td>Textbooks</td>
<td>No Text book required, class hand outs will be given on an as needed basis</td>
</tr>
<tr>
<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
</tr>
<tr>
<td>Schedule</td>
<td>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.</td>
</tr>
<tr>
<td>Evaluation methods</td>
<td>All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.</td>
</tr>
<tr>
<td>Course</td>
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<td>Description</td>
<td>Advanced topics in GTAW welding, including welding in various positions and directions.</td>
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<td>Student Learning Outcomes (SLO)</td>
<td>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.</td>
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| 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. |
<p>| Evaluation methods | All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade. |</p>
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Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
**Course**  WLDG 2453  
**Title**  Advanced Pipe Welding  

**Description**  
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

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

**Student Learning Outcomes (SLO)**  
1. Have the ability to translate ASME and AWS codes.  
2. Have the ability to weld pipe in the 2G position using SMAW process.

**Schedule**  
Week 7-9  
Skill sets learned in this course will be revisited as needed in the remainder of the semester. Scheduled projects will be S-O-Weld/Butt weld projects on the 5G/6G positions utilizing the GTAW/GMAW/FCAW/SMAW processes.
Evaluation methods

All projects, tests (written/hands on), and daily attendance grades are averaged on an equal part basis for the semester grade.
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| Schedule | Week 7-9  
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