

2018-2019 Syllabi Expanded

ACC 101

Accounting Principles I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.

Course Topics:

- T-accounts and journal entries
- Financial Statements
- Adjusting Entries
- Closing entries
- Inventories
- Special Journals
- Bad Debt Expense
- Depreciation
- Payroll
- Petty cash and Bank Reconciliation
- Internal Control

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ACC 102

Accounting Principles II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Additional financial topics covered will include capital investment analysis, performance management and evaluation, decision analysis, and target costing.

Course Topics:

- Partnerships
- Common and Preferred Stock
- Bonds and Amortization
- Statement Of Cash Flow
- Cost Of Goods Manufactured Schedule
- Cost Of Productions Report
- Predetermined Overhead Rates
- Job Order Cost Sheet
- Budgets
- Cost Volume Profit Analysis
- Variance Analysis
- Financial Statement Analysis

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer and Internet Access
- Publisher's Access Code is required for online component

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate accounting concepts for partnerships and common and preferred stock.
2. Demonstrate and identify the accounting procedures associated with bonds and investments.
3. Calculate and analyze financial statements.
4. Prepare a cost of goods manufactured schedule, cost of production report and a job order cost sheet.
5. Prepare and analyze the statement of cash flows.
6. Identify and perform basic procedures associated with budgeting.
7. Calculate variances for direct materials, direct labor and overhead.
8. Apply cost volume profit analysis techniques.

Academic Year: 2018-2019

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ACC 111

Accounting Concepts

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the principles of the basic accounting functions—collecting, recording, analyzing, and reporting information.

Course Topics:

- T-accounts and journal entries
- Financial Statements
- Adjusting Entries
- Closing entries
- Special Journals
- Schedule of Accounts Payable and Accounts Receivable
- Payroll
- Petty cash and Bank Reconciliation
- Internal Control over cash

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Computer and Internet Access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

1. Apply basic double-entry accounting procedures.
2. Construct Financial Statements.
3. Apply basic accounting internal control principles over cash.
4. Apply adjusting procedures and closing procedures.
5. Demonstrate the accounting procedures for special journals.
6. Identify and perform accounting practices for payroll activities.

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ACC 124

Individual Tax Procedures

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

Course Topics:

- History of the tax system
- Depreciation
- Capital Gains and Losses
- Payroll Taxes
- Credits and Special Taxes
- Earned Income Credit, Child Tax Credit, and Education Tax Credits
- Tax forms for a Partnership and Corporation
- Tax Planning
- Prepare Schedules A, B, C, D, E, SE
- Prepare Tax Forms 1040, 1040A and 1040EZ
- Retirement Plans

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Computer and Internet Access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

1. Summarize and apply the components of an individual income tax return.
2. Differentiate between the tax treatment of gross income and exclusions.
3. Record business expenses, retirement plans, and employee expenses on tax forms.
4. Record itemized deductions and credits.
5. Apply various depreciation methods and calculate capital gains and losses.
6. Record withholdings, estimated payments and payroll taxes on appropriate tax forms.
7. Apply tax concepts to partnerships and corporations.
8. Identify effective tax administration and tax planning techniques.

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ACC 150

Payroll Accounting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Computer and Internet Access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

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D 60 – 69

F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ACC 201

Intermediate Accounting I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ACC 202

Intermediate Accounting II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

Course Topics:

- Short and Long Term Investments
- Current and Contingent Liabilities
- Bonds Payable
- Leases
- Pension and Postretirement Benefits
- Income Tax

- Stock, Earnings Per Share and Stockholders
- Statement Of Cash Flows
- Accounting Changes and Errors

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer and Internet Access
- Publisher's Access Code is required for online component

Grading System:

An overall grade of C or higher is required for transferability.

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- Withdrawal Policy

Student Learning Outcomes:

1. Apply appropriate accounting procedures for current, long-term, and contingent liabilities.
2. Analyze and employ appropriate procedures for stockholders equity and Earnings Per Share.
3. Evaluate and record temporary and long-term investments.
4. Identify the accounting issues associated with income taxes.
5. Analyze the accounting procedures for Pensions and Postretirement Benefits.
6. Evaluate accounting for leases.

7. Evaluate accounting changes and errors and make the appropriate adjustments.
8. Prepare a Statement Of Cash Flows.

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ACC 224

Business Taxation

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and limited liability company. Some form preparation is required.

Course Topics:

- Components of the U.S. Tax Law System
- Concept of Gross Income
- Business Deductions
- Gains and Losses
- Components of Property Transactions
- Evaluation of Corporations
- Principles of Partnerships, S-Corporations and Limited Liability Entities

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Computer and Internet Access.

Grading System:

An overall grade of C or higher is required for transferability.

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B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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Student Learning Outcomes:

1. Identify and explain the components of tax as it relates to the U.S. Tax Law and system.
2. Analyze the impact of taxes on financial statements.
3. Explain the concept of Gross Income.
4. Evaluate Business Deductions.
5. Evaluate the components of Property Transactions.
6. Identify Losses and loss limitation.
7. Explain the principles and tax effects of partnerships, S-Corporations and Limited Liability entities.
8. Identify the comparative forms of doing business.
9. Evaluate the tax implication of corporations.

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ACC 230

Cost Accounting I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

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ACC 240

Computerized Accounting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Enterprise resource planning (ERP) and spreadsheet software will be used for the presentation and manipulation of financial information.

Course Topics:

- Set-up and overview of SAP software
- Accounting for Sales and Purchases
- Automating the Sales Process
- Bank Reconciliation
- Budgets
- Concepts Relating to Warehouse Management
- Inventory and Supply Chain
- Financial Reports

Textbooks:

Required Materials:

- Textbook and computer access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

1. Complete procedure for overview of SAP software.
2. Prepare accounting information for Sales, Purchasing and Inventory in SAP software
3. Prepare budgets and track related procedures
4. Create reports for decision making and export to spreadsheet
5. Complete procedure for tracking inventory
6. Prepare financial statements.

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ACC 246

Integrated Accounting Software

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the use of pre-designed integrated accounting software for accounting problems.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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Student Learning Outcomes:

Academic Year: 2018-2019

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ACC 260

Auditing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the procedures for conducting audits and investigations of various enterprises.

Course Topics:

- concepts involved in auditing
- concept of audit risk
- documentation requirements for risk assessment and responses
- audit documentation and how to obtain audit evidence
- internal control in a financial statement audit
- audit sampling and application to tests of controls
- professional conduct, independence, and quality control
- legal liability

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- none

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

1. Explain the basic financial statement auditing process and the phases in which an audit is carried out
2. Define the documentation requirements for risk assessment and responses
3. Recognize the audit test hierarchy and how financial ratios are used in the analytical procedures
4. Describe management's and auditor's responsibility for controls that provide reasonable assurance for safe guarding company assets
5. Evaluate the similarities and differences between audit sampling for tests of control and substantive tests of details of account balances
6. Discuss the definitions and general importance of ethical behavior, basic theories of ethical behavior, and the professional ethics standards for auditors
7. Explain the auditor's liability to clients, third parties, Security Exchange Act of 1934, and Sarbanes Oxley

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ACC 265

Not-for-Profit Accounting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Course Topics:

- Characteristics of governmental and non-profit organizations.
- GAAP as it applies to Governmental and non-profit organizations.
- Journal entries
- Fund accounting
- Expenditure accounting
- Enterprise funds
- CAFR analysis
- Accounting principle applied to governmental and non-profit organizations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

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F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

1. Explain accounting similarities and differences between profit seeking and governmental/non-profit organizations.
2. Analyze the sources of GAAP for governmental and non-profit organizations.
3. Analyze transactions of fund accounting.
4. Apply budgeting techniques for governmental and non-profit accounting.
5. Analyze and prepare journal entries for record common transactions.
6. Analyze expenditure accounting for governmental funds.
7. Analyze CAFR or audited financial statements.
8. Prepare basic financial statements and required supplementary information

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ACC 275

Selected Topics in Accounting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

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ACR 101

Fundamentals of Refrigeration

Hours: Class 3, Lab 6, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

Course Topics:

- Introduction to Refrigeration
- Refrigeration Cycles/Diagrams
- Metering Devices, Condensers, Evaporators, Compressors
- Tooling and Equipment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the operation of the basic refrigeration cycle.
2. Explain the superheat requirements for the system.
3. Explain the subcooling requirements for the system.

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ACR 106

Basic Electricity for HVAC/R

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

Course Topics:

- Basic Electricity
- Electrical Components
- Electrical Circuits and Controls

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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Student Learning Outcomes:

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ACR 110

Heating Fundamentals

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

Course Topics:

- Introduction to Heating
- Heating: Servicing and Testing Equipment
- Forced Warm Air Systems
- Residential Control Systems _ Heating/Cooling

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Withdrawal Policy

Student Learning Outcomes:

1. Check and adjust inlet pressure of a gas valve.
2. Use electrical schematics.
3. Locate safety controls.
4. Explain electric heat.
5. Explain electrical sequencer.

Academic Year: 2018-2019

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ACR 118

Air Conditioning Fundamentals

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the principles of air conditioning.

Course Topics:

Matter and Heat Behavior

- Introduction to Air Conditioning
- Air-conditioning and relationship to human comfort conditions
- Psychrometrics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

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A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Measure and record the properties of air.
2. Use a psychrometric chart and solve problems related to heating and air conditioning.
3. Use proper tools, record dry bulb, wet bulb, dewpoint temperature and humidity.

Academic Year: 2018-2019

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ACR 120

Basic Air Conditioning

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.

Course Topics:

- Residential Control Systems _ Heating/Cooling
- Service and Problem Analysis
- System Applications
- Air Conditioning Start-up, Checkout, and Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

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- Withdrawal Policy

Student Learning Outcomes:

1. Identify the relationship between temperature and pressure using the P/T chart.
2. Record system data for the mechanical system operation.
3. Check for proper refrigerant charge.
4. Reclaim refrigerant from equipment using manufactures information.
5. Draw a basic air conditioning system refrigerant circuit and label the components.

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ACR 130

Domestic Refrigeration

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of domestic refrigeration equipment.

Course Topics:

- Introduction to Refrigeration
- Refrigeration: Servicing and Testing Equipment
- Mechanical System Problems
- Refrigerant Recovery, Recycling, and Reclamation Methods

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

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- Withdrawal Policy

Student Learning Outcomes:

1. Measure pressures with the refrigeration gauge manifold.
2. Charge a system with an electronic charging scale.
3. Check and adjust superheat to manufacturers' specifications.
4. Check and adjust subcooling to manufacturers' specifications.
5. Install gauges and check pressure reading to determine correct operation of pressure of equipment.

Academic Year: 2018-2019

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ACR 140

Automatic Controls

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

Course Topics:

- Electrical Testing Devices/Meters
- Electrical Components

- Electrical Circuits and Controls
- Electrical Troubleshooting

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Draw a wiring diagram for a basic air conditioner with either a line or low voltage control system.
2. Record electrical system data.
3. Convert a schematic diagram to a “ladder” diagram in a drawing.
4. Setup a residential heating and cooling thermostat for installation.
5. Assemble wiring circuits.

Academic Year: 2018-2019

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ACR 175

EPA 608 Certification

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Successfully pass the EPA 608 exam.

Academic Year: 2018-2019

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ACR 210

Heat Pumps

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of theory and operational principles of the heat pump.

Course Topics:

- Heat Pump Controls
- Metering Devices
- Heat Pump Start-up, Checkout, and Operation
- Heat Pump: Service and Problem Analysis

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the operation and function of a reversing valve.
2. Select and install appropriate system thermostat.
3. Wire the control circuit of a heat pump system.
4. Rewire an HVACR unit using an electrical diagram: heat pump.
5. Test and evaluate the operation of the refrigeration cycle in cooling and heating modes.

Academic Year: 2018-2019

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ACR 221

Residential Load Calculations

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of heat losses/gains in residential structures.

Course Topics:

- Heating Loads
- Cooling Loads
- Interpret structure design data

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Interpret structure design data.
2. Calculate total heating load.
3. Calculate total cooling load.
4. Collect building data.
5. Locate outside design conditions.

Academic Year: 2018-2019

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ACR 224

Codes and Ordinances

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

Course Topics:

- Codes and Standards
- Description of codes
- State and Local Licensing Requirements

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain state and local licensing requirements.
2. Describe the reasons for codes.
3. Identify the codes and standards for the applicable area, locality, and state.
4. Compare piping materials.
5. Diagram shutoff valve location.

Academic Year: 2018-2019

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ACR 240

Advanced Automatic Controls

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

Course Topics:

- Commercial Control Systems
- Central Station Systems
- Residential Control Systems _ Heating/Cooling

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AET 111

Architectural Computer Graphics I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

Course Topics:

- Career opportunities in Architectural Technology.
- Responsibilities of design professionals in the architectural field.
- The principles of orthographic projection.
- Proportional freehand sketching.
- Computer aided architectural drafting.
- Simple site plan from field notes.
- Residential floor plan using CADD software.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Portable electronic Storage Medium (USB drive),
- Helpful, but not required: Sketching Paper, Sketching Pencils, Graph paper, Vinyl Eraser,
- Calculator

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate a working knowledge of the responsibility of the various design professionals and support staff in the Architectural field.
2. Create and utilize a computer aided architectural drafting Environment.
3. Compose a residential floor plan using CADD software.
4. Dimension a residential floor plan.
5. Draft an elevation.

Academic Year: 2018-2019

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AET 221

Architectural Computer Graphics II

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AET 235

Architectural 3-D Rendering

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Topics in this course include 3-D rendering of residential and commercial buildings, walk-through animations, animated site plans and advanced graphics topics and their relationship to illustration of code compliance and project planning.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AGR 200

Edible Landscape Plants

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Required Materials:

None

Grading System:

For SCCOnline Course Policies:

Please review the Standard SCC Course Policies on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AGR 201

Introduction to Sustainable Agriculture

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability, and social and economic equity. Students will evaluate management and technological approaches and policies that influence agricultural practices.

Course Topics:

- Various soil building and environmental sustaining production techniques will be discussed.
- Production systems for various vegetable and fruit crops will be covered.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Implement various soil building components to enhance soil biology and plant performance.
2. Design and maintain a diverse sustainable agriculture garden.
3. Produce crops and plants in a sustainable environment.

Academic Year: 2018-2019

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AGR 220

Intro to Permaculture

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of permaculture history, ethics, principles, design process, and practical applications.

Students learn to observe the environment around them and create designs that complement natural ecological systems.

Course Topics:

- Evaluation of many sustainable environmental aspects will be discussed.
- Various components and techniques for sustainable environmental design will be covered.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Arrange sustainable environmental design components and techniques into an urban landscape.
2. Identify and utilize various environmental factors that influence a sustainable landscape and garden design.
3. Create a comprehensive permaculture design that shows a complete understanding of permaculture principles.

Academic Year: 2018-2019

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AGR 222

Farm to Market Strategies

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course explores the process of local food systems, specifically local agriculture and its role within the food service industry. The sustainable production of food locally is examined from harvesting through processing, storing, packaging, marketing, and consumption.

Course Topics:

- Various crop harvesting and preservation techniques will be discussed.
- Marketing regulations and strategies for various vegetable and fruit crops will be covered.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recommend harvesting methods for various vegetable and fruit crops.
2. Discuss government and local regulations for harvesting, processing and marketing.
3. Create marketing plans for selling commodities grown in a sustainable garden.

Academic Year: 2018-2019

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AGR 232

Agriculture Greenhouse Production

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AHS 101

Introduction to Health Professions

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the health professions and the health care industry.

Course Topics:

- Health Careers
- Working in Health Care
- Communication in Health Care
- Health Care Industry
- Working with Patients
- Legal and Ethical Responsibilities
- Employment
- Leadership
- Professional Development

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests
- Word processing software (must be able to save WORD format) and antivirus software.
- [View computer requirements for the online portion](#) of the course.

Grading System:

Grades are not rounded. Students must earn a grade of C or higher to earn credit for AHS 101.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and discuss the various health care professionals classified under Therapeutic and Treatment Occupations, Diagnostic Occupations, Health Information Management Occupations and Environmental Occupations.
2. Examine the health care industry today to include technology, specialization, aging population and costs.
3. Summarize how ethical and legal responsibilities can impact health care workers.
4. Define professionalism and describe its importance to health care.
5. State the importance of communication and how communication relates to health care.
6. Develop the professional skills needed for following up on job leads and creating an organized resume.

Academic Year: 2018-2019

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AHS 102

Medical Terminology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Course Topics:

- General components of Medical Language
- Diagnostic and Therapeutic Interventions
- Musculoskeletal System
- Circulatory System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive System
- Integumentary System
- Nervous System and Psychologic Disorders
- Special Senses
- Endocrine System

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests
- Word processing software (must be able to save WORD format) and antivirus software.
- [View computer requirements for the online portion of the course.](#)

Grading System:

Grades are not rounded. Students must earn a grade of C or higher to earn credit for AHS 102.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define the types of healthcare terms as well as word roots, combining forms, prefixes, and suffixes.
2. Use basic word roots, suffixes and prefixes accurately to build medical terms.
3. Define directional terms and anatomic planes of the body.
4. Relate the terminology to the names, locations, and functions of the major organs of the body systems.
5. Define medical terms related to selected diseases.
6. Define selected diagnostic and surgical procedural terms for each body system.

Academic Year: 2018-2019

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AHS 104

Medical Vocabulary/Anatomy

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

Course Topics:

- Organization and Tissues of the Body
- Chemistry of life
- Cell
- Skeletal System
- Muscular System
- Circulatory System
- Cardiovascular System
- Lymphatic System
- Respiratory System
- Digestive System
- Urinary System

- Reproductive System
- Integumentary System
- Nervous System
- Special Senses
- Endocrine System

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests
- Word processing software (must be able to save WORD format) and antivirus software.
- [View computer requirements for the online portion of the course.](#)

Grading System:

Grades are not rounded. Students must earn a grade of C or higher to earn credit for AHS 104.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the body's structural level of organization.
2. Explain the chemistry of life.
3. Describe the structural anatomy of a cell.

4. Recognize the general characteristics of tissues.
5. Describe the following body systems including accessory organs, functions, and disorders:
 - Skeletal
 - Muscular
 - Nervous
 - Special senses
 - Endocrine
 - Cardiovascular to include blood
 - Lymphatic
 - Respiratory
 - Digestive
 - Urinary
 - Reproductive

Academic Year: 2018-2019

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AHS 106

Cardiopulmonary Resuscit

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the principles of cardiopulmonary resuscitation.

Course Topics:

- Basic math functions (add, subtract, multiply, divide whole numbers, fractions, and decimals).
- Roman numerals and Arabic numbers
- Ratios, proportions, and percent
- Equivalents with metric, apothecary, and household measures
- Prescriptions, medication orders, and drug labels
- Calculate doses of oral and parental medications
- Body surface area
- Intake, output, and fluid imbalances

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic calculator (non-graphing)

Grading System:

Grades are not rounded. Students must earn a grade of C or higher to earn credit for AHS 107.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate ability to add, subtract, divide and multiply whole numbers, fractions, and decimals.
2. Demonstrate the ability to apply ratios, proportion, and percent in problem calculations.
3. Demonstrate the ability to calculate equivalent measurements within the metric, household, apothecary systems, and temperature.
4. Demonstrate the ability to interpret prescriptions, medication orders, and drug labels.
5. Demonstrate the ability to calculate administration amounts of oral and parental medications.
6. Demonstrate dose specific calculations for special populations based on body weight and patient age (body surface area).
7. Demonstrate the ability to calculate fluid imbalances by comparing intake and output.

Academic Year: 2018-2019

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AHS 107

Clinical Computations

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the principles and applications of computations used in the clinical setting.

Course Topics:

- Application of chemistry to respiratory care.
- Application of microbiology to respiratory care.
- Pulmonary function testing.
- How to calculate and interpret a pulmonary function test.
- Application of physics to respiratory care.
- Using statistics in respiratory care research.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Students are expected to view the Panopto recordings for each unit prior to class and come to class prepared to discuss and apply the information presented.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Administer pulmonary function testing.
2. Calculate and interpret a pulmonary function test.
3. Explain the application of chemistry, physics, and microbiology to respiratory care.
4. Evaluate statistics used in respiratory care research.

Academic Year: 2018-2019

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AHS 113

Head and Neck Anatomy

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AHS 121

Basic Pharmacology

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers the nature of drugs, their actions in the body and side effects.

Course Topics:

- Drug names, references, effects and systems of measurement
- Vitamins, minerals and herbs
- Skin and mucous membrane drugs
- Autonomic nervous system drugs
- Antineoplastic drugs
- Urinary system drugs
- Digestive system drugs
- Antibiotics, antivirals, antifungals
- Central nervous system drugs
- Psychotropic drugs
- Anti-inflammatory, antirheumatic, skeletal muscle relaxant drugs
- Endocrine system, reproductive system, cardiovascular system and respiratory system
- Drug therapy in older adults

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Differentiate between the various drug names (e.g. generic, brand, official, chemical).
2. Define factors that influence the effects of drugs in the body.
3. Identify drugs that affect the different body systems.
4. Discuss drug therapy in the older adult.
5. Identify 4 vitamins and 4 minerals, including their sources, function, signs of deficiency, and symptoms of overdose.

Academic Year: 2018-2019

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AHS 143

Phlebotomy Skills

Hours: Class 4, Lab 6, Credits 6

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

Course Topics:

- Laboratory areas/ departments
- CLIA, CLSI, NAACLS, JCAHO, CAP, and AABB in regards to the laboratory
- OSHA regulations for the laboratory
- Blood collection equipment and additives
- Anatomy/ physiology of human body cardiovascular system
- Capillary puncture
- Procedure for blood collection

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- BDEC Foam Baby Foot/ Blood collection cards
- White lab coat, fluid resistant coat (purchased in Book Inn)
- SCC Clinical ID
- PCT Uniform as outlined in the SCC PCT Program Handbook
- SCC PCT Program Handbook

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Correlate the major areas and departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathological condition or illness.
2. Practice standard safety precautions in the clinical laboratory through the use of personal protective equipment (PPE), handwashing, and other environmental controls as mandated by OSHA.
3. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
4. Demonstrate proper techniques to perform capillary puncture.
5. Demonstrate knowledge of general considerations in blood collection.
6. Complete 25 successful unassisted venipunctures in a clinical setting.

Academic Year: 2018-2019

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AHS 144

Phlebotomy Practicum

Hours: Class 3, Lab 6, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities, and physician's offices.

Course Topics:

- Laboratory areas/departments
- CLIA CLSI, NAACLS, JCAHO, CAP, and AABB in regards to laboratory
- OSHA regulations for the laboratory
- Blood collection equipment and additives
- Anatomy/physiology of human body cardiovascular system

- Capillary puncture
- Procedure for blood collection

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- BDEC Foam Baby Foot/Blood collection cards
- SCC Clinical ID
- PCT Uniform as outlined in the SCC PCT Program Handbook
- SCC PCT Program Handbook

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Correlate the major areas and departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathological condition or illness.
2. Practice standard safety precautions in the clinical laboratory through the use of personal protective equipment (PPE), handwashing, and other environmental controls as mandated by OSHA.
3. Identify the collection equipment, various types of additives used, special precautions necessary and

- substances that can interfere in clinical analysis of blood constituents.
4. Demonstrate proper techniques to perform capillary puncture.
 5. Describe the general consideration in blood collection.
 6. Complete 25 successful unassisted venipunctures in a clinical setting.

Academic Year: 2018-2019

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AHS 152

Health Care Procedures II

Hours: Class 5, Lab 3, Credits 6

Pre-requisite:

Co-requisite:

Course Description:

This course includes concurrent coordinated clinical experiences in advanced patient/client care skills.

Course Topics:

- Communication, documentation, and interpersonal skills
- Infection control and sterility
- Safety/ Emergency procedures
- Promoting patient's independence
- Respecting patient's rights
- Role of the PCT
- Advanced skills for the PCT
- Medication administration

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Stethoscope
- Blood pressure cuff (adult/ manual)
- Bandage scissors
- Penlight
- Watch with second hand
- PCT Uniform as outlined in the SCC PCT Handbook
- SCC PCT Student Handbook

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate proficiency in infection control, maintaining sterile field, safety/ emergency procedures, advanced skills for the PCT, and medication administration.
2. Demonstrate knowledge of the role of the PCT, scope of practice of the PCT, laws governing healthcare, and code of ethics of nursing.
3. Demonstrate proficiency in listening, writing, oral, and presentation skills.
4. Anticipate and demonstrate care for patients with consideration of physical, emotional, psychosocial, cultural, spiritual, and developmental needs.
5. Apply a plan of care that addresses the patient's healthcare needs through consultation and following protocols in conjunction with the interdisciplinary healthcare team.
6. Demonstrate knowledge of normal versus abnormal anatomy and physiology of the human body across the lifespan.
7. Demonstrate proficiency in obtaining vital signs; collecting specimens; observing and reporting signs of illness such as but not limited to shortness of breath, coughs, pallor, cyanosis, seizures, etc.

Academic Year: 2018-2019

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AHS 163

Long -Term Care

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

Course Topics:

- Communication and Interpersonal Skills
- Infection Control
- Safety/ Emergency Procedures
- Promoting Resident's Independence
- Respecting Resident's Rights
- Role of the Nurse Aide
- Basic Nursing Skills
- Care of Cognitively Impaired Residents
- Mental Health and Social Needs
- Personal Care Skills
- Basic Restorative Services

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Blood pressure cuff (adult/ manual),
- Stethoscope,
- Watch with second hand
- White shoes
- PCT Uniform as outlined in SCC PCT Program Handbook
- SCC PCT Student Handbook

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate proficiency in infection control, safety/emergency procedures, basic nursing skills, and basic restorative skills.
2. Demonstrate knowledge of the role of the nurse aide, scope of practice of the nurse aide, laws governing healthcare, and code of ethics of nursing.
3. Demonstrate proficiency in listening, writing, oral, and presentation skills.
4. Anticipate and demonstrate care for residents with consideration of physical, emotional, psychosocial, cultural, spiritual, and developmental needs.
5. Apply a plan of care that addresses resident's healthcare needs through consultation and following protocols in conjunction with the interdisciplinary healthcare team.
6. Demonstrate knowledge of normal versus abnormal anatomy and physiology of the human body and how aging affects the human body.
7. Demonstrate proficiency in promoting resident rights and respecting resident rights.

Academic Year: 2018-2019

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AHS 165

ECG Applications

Hours: Class 5, Lab 0, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course provides ECG/cardiac monitoring students practice in various clinical settings.

Course Topics:

- Basic anatomy and physiology of cardiopulmonary system
- Monitoring equipment, telemetry equipment, and 12 lead ECG
- Cardiac rhythms including lethal rhythms
- AED (automated external defibrillator)

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Calipers (or measuring tape)
- Basic calculator
- Access to a computer with Internet access and anti-virus software.
- Word processing software (must be able to save Word format)

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe anatomy and physiology of the cardiopulmonary system.
2. Identify the components of cardiac monitoring including telemetry equipment and 12 lead ECG equipment and how it is used in the clinical setting.

3. Identify sinus, atrial, junctional, ventricular, heart block, funny looking, and paced rhythms.
4. Identify correctly (100%) the lethal cardiac rhythms: ventricular tachycardia, ventricular fibrillation, asystole, torsades, idioventricular, and complete heart block.
5. Describe an AED (automated external defibrillator), pacemaker, and implantable cardioverter-defibrillator and their use in a clinical setting.

Academic Year: 2018-2019

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AHS 170

Fundamentals of Disease

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities.

Course Topics:

- Mechanisms of disease
- Diseases of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems
- Stress, aging, and wellness
- Structural organization of the human body

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save in Word format)
- Up-to-date anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the mechanisms of disease including definitions of diagnosis, prognosis, cure, treatment, immunities, and infectious processes.
2. Explain the structural organization of the human body.
3. Explain normal structure and function of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems
4. Discriminate between disease processes of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems.
5. Explain signs and symptoms, diagnostic procedures, and treatments for diseases of the human body.
6. Identify the interdependent relationships of stress, aging, and wellness in regards to the human body.

Academic Year: 2018-2019

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AHS 177

Cardiac Monitoring Applications

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition and equipment maintenance.

Course Topics:

- Basic anatomy and physiology of the cardiovascular system
- Monitoring equipment, telemetry equipment, and 12 lead ECG
- Cardiac rhythms including lethal rhythms
- AED (automated external defibrillatory), pacemake, and implantable cardioverter-defibrillatory

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Callipers (or measuring tape)
- Basic calculator

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the anatomy and physiology of the cardiovascular system.
2. Identify the components of cardiac monitoring including telemetry equipment and 12 lead ECG equipment and how it is used in the clinical setting.
3. Identify sinus, atrial, junctional, ventribular, heart block, funny looking, and paced rhythms.
4. Identify correctly (100%) the lethal cardiac rhythms, ventricular tachycardia, ventricular fibrillation, asystole,

tosades, idioventricular, and complete heart block.

5. Describe an AEO (automated external defibrillator), pacemaker, and implantable cardioverter defibrillator and their use in the clinical setting.

Academic Year: 2018-2019

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AMT 101

Automated Manufacturing Overview

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of automated manufacturing concepts.

Course Topics:

- Production Systems
- Manufacturing Operations
- Manufacturing Models and Metrics
- Introduction to Automation
- Industrial Control Systems
- Hardware Components for Automation and Process Control
- Industrial Robotics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Text Book
- Common Classroom Materials
- Microsoft Office

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate degrees of automation and assign the proper degree based on manufacturing requirements.
2. Compare past, present and future manufacturing methodology with advances in technology.
3. Develop a broader understanding of terminology used in the field of automation and process systems.
4. Distinguish between the various levels of automation and control systems that are commonly used in industry.
5. Assess the types of hardware that might be required in an automated manufacturing plant.
6. Analyze the anatomy of robotic equipment and its peripheral interfacing.
7. Differentiate between manufacturing environments where manual labor or automation might be the best solution.

Academic Year: 2018-2019

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AMT 105

Robotics and Automated Control

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

Course Topics:

- Introduction to industrial robotics
- Fundamentals of robotics
- Programming the robot

- Industrial applications

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard class room supplies
- Safety glasses are required when working in the lab environment.
- No open-toed or open-heeled shoes are to be worn in the lab.
- Students should obey all posted safety rules.
- 5 x 8 index cards (Approximately 25)
- 2 Binder Rings

USB storage device that can be temporarily dedicated for use in this class

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Distinguish the elements of an automated system.
2. Classify the different robot configurations used in industry.
3. Distinguish between safety considerations for personnel, work areas, operations and maintenance.
4. Create robot programs.

5. Classify the type of electrical and mechanical systems that are used in robotics and other automated systems.
6. Analyze operating difficulties of installed robots and describe the necessary corrective adjustments to return the robot to normal operations.
7. Complete a glossary of terms encompassing the subject matter described in these course objectives.

Academic Year: 2018-2019

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AMT 106

Manufacturing Workplace Skills

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills, and customer service.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site

www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AMT 110

Survey of Manufacturing Processes

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

Course Topics:

- Characteristics of metallic materials
- Processes used to form metallic materials
- Characteristics of plastic materials
- Processes used to form plastic materials
- Characteristics of wood materials
- Processes used to form wood materials
- Characteristics of ceramic materials
- Processes used to form ceramic materials
- Characteristics of composite materials
- Processes used to form composite materials

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Course Materials as provided in the AMT Team Site under *AcademicsAcademic ProgramsAMT* in the SCC Portal

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Contrast various types of manufacturing processes in a manufacturing plant.
2. Distinguish the characteristics of each of the materials used in the manufacture of goods.
3. Demonstrate a knowledge of the history of manufacturing.
4. Distinguish various materials based on their elemental construction.
5. Complete a glossary of terms for the subject matter covered in this course.

Academic Year: 2018-2019

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AMT 121

Introduction to Composite Manufacturing

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is an overview of typical composite materials manufacturing practices.

Course Topics:

- Carbon and glass composites

Vacuum infusion

- Carbonization
- Resins and polymerization reactions
- Composite manufacturing equipment and consumables

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize the need for and increasing demand for composite manufacturing.
2. Describe the equipment needed to perform carbonization processing and vacuum infusions.
3. Outline the operating parameters and conditions that facilitate successful carbonization and vacuum infusions.
4. Describe the work flow in common composite processes (layup, bagging, vacuum testing, polymer mixing, temp and process settings).

Academic Year: 2018-2019

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AMT 205

Robotics and Automated Control II

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Take AMT 105.

Co-requisite:

Course Description:

This course covers installation, testing, troubleshooting, and repairing of automated systems.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AMT 206

Electricity & Automation

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Take [\[\[permalink=46|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AMT 209

Automation Networks

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study and implementation of the Ethernet transmission protocol in automation networks. It includes PLC interfacing to Ethernet cabling and Ethernet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

Course Topics:

- Introduction to networking
- Network media – copper core cable
- Fiber-optic cable
- Wireless technology
- TCP/IP fundamentals
- A closer look at the OSI model
- Maintaining the network

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety glasses are required when working in the lab environment.
No open-toed or open-heeled shoes are to be worn in the lab.
Students should obey all posted safety rules.
- Course Materials as provided in the AMT Team Site under AcademicsAcademic ProgramsAMT in the SCC Portal.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Distinguish the components of an Ethernet Network.
2. Illustrate the function of each component in an Ethernet network.
3. Evaluate the attributes of copper core network media.
4. Evaluate the attributes of fiber optic cable.
5. Evaluate the attributes of wireless data technology.
6. Contrast the strengths and weaknesses of the three major methods of data transfer over ethernet.
7. Develop a broader understanding of the terminology used in ethernet networking by completing a Glossary of terms and definitions for networking.

Academic Year: 2018-2019

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AMT 220

Concepts of Lean Manufacturing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an understanding of the concepts used in improving the competitiveness of manufacturing and service companies. This course includes JIT, VACR, and TQM.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ANT 101

General Anthropology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human palenotology, human variation, archeology and ethnology.

Course Topics:

- The Importance of Anthropology

- Research Methods in Anthropology
- Genetics and Evolution
- Human Variation and Adaptation
- Primates: Present and Past
- The First Hominids
- The Emergence of Homo Sapiens
- Food Production and the Rise of States
- Culture and Culture Change
- Language and Communication
- Economics
- Social Stratification: Class, Ethnicity and Racism
- Sex and Gender
- Marriage, Family and Kinship

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Identify the core concepts in cultural anthropology, archaeology, and physical anthropology.
2. Discuss cultural relativism, ethnocentrism, and the holistic approach that separates anthropology from other sciences.
3. Describe the fundamentals of physical anthropology, and evolutionary theory.
4. Define the concept of culture and discuss the processes of culture change.

Academic Year: 2018-2019

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AOT 105

Keyboarding

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course focuses on the mastery of touch keyboarding.

Course Topics:

- The importance of learning keyboarding
- Proper keyboarding techniques
- Accuracy versus Speed
- Business documents
- Grammar and spelling

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
View computer requirements for the online portion of the course at www.sccsc.edu/OnlineSyllabiPolicies/.
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Operate basic parts of the computer.
2. Recognize and implement the use of the alphabetic keys on the qwerty keyboard.
3. Use keyboarding skills in operating the punctuation and symbol keys by touch.
4. Demonstrate proficiency in using the numeric keypad on the qwerty keyboard.
5. Type a minimum of 30 words or better with 2 or less errors in text.

Academic Year: 2018-2019

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AOT 133

Professional Development

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

Course Topics:

- Working in teams
- Leadership/management styles
- Interpersonal skills
- Resumes, cover letters, and job interviewing
- Communication skills

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

One USB/jump disk or sky drive onto which all typed assignments will be saved

Grading System:

An overall grade of C or higher is required in this class to be applied toward any Administrative Office Technology degree or certificate.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and demonstrate workplace behaviors.
2. Apply positive interpersonal skills.
3. Create an effective resume and cover letter.
4. Identify and illustrate job interviewing skills.

5. Prepare and deliver a minimum of 2 oral presentation.

Academic Year: 2018-2019

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AOT 134

Office Communications (Inactive)

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of grammar, punctuation, and written communication skills for the office environment.

Course Topics:

- The writing process
- Composing business messages
- Revising business messages
- Proofreading versus editing
- Business documents
- Grammar, spelling, and sentence structure
- Direct and Indirect writing styles

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
View computer requirements for the online portion of the course at www.sccsc.edu/OnlineSyllabiPolicies/.
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the writing process.
2. Communicate with business staff and clients.
3. Report workplace data.
4. Demonstrate professionalism, teamwork, meeting and speaking skills.
5. Research primary and secondary data.
6. Plan and develop a business presentation.
7. Design an impressive multimedia presentation.

Academic Year: 2018-2019

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AOT 141

Office Procedures I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AOT 142

Advanced Office Procedures II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment.

Course Topics:

- Business correspondence
- Advanced customer service telephone techniques
- 10-key proficiency

- Business trips
- Business meetings
- Workplace ethics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One USB/jump disk or sky drive onto which all typed assignments will be saved

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Compose business correspondence, including letters and memos.
2. Proofread business correspondence.
3. Plan an international business trip.
4. Identify components of effective meeting planning.
5. Perform 10-key operations.
6. Role-play customer service scenarios.
7. Implement appropriate ethical workplace choices.

Academic Year: 2018-2019

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AOT 144

Legal Office Procedures

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.

Course Topics:

- Business correspondence
- Legal documents
- Calendars/dockets

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One USB/jump disk or sky drive onto which all typed assignments will be saved

Grading System:

An overall grade of C or higher is required in this class to be applied toward the Administrative Office Technology degree.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate professionalism appropriate for a legal office environment.
2. Identify ethical courses of action for legal professionals.
3. Demonstrate effective procedures for handling telephone duties in a legal office.
4. Demonstrate the ability to handle receptionist duties in a legal office.
5. Complete a 20-hour work practicum in a legal office environment.

Academic Year: 2018-2019

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AOT 164

Medical Information Processing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.

Course Topics:

- Gaining experience in using medical software
- Patient registration
- Processing insurance claims

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One (1) USB/jump drive.

Grading System:

An overall grade of C or higher is required in this class to be applied toward any Administrative Office Technology degree or certificate.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use medical practice software to manage patient care.
2. Schedule patients' appointments.
3. Register patients.

Academic Year: 2018-2019

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AOT 180

Customer Service

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

Course Topics:

- Customer Relationship Management (CRM)
- Customer retention techniques
- Interpersonal skills with customers face-to-face
- Interpersonal skills with customers over the phone and other technology media
- Communication skills including customer-focused listening

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One USB/jump disk or sky drive onto which all typed assignments will be saved

Grading System:

An overall grade of C or higher is required in this class to be applied toward any Administrative Office Technology degree or certificate.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define customer service.
2. Recognize key differences between internal and external customers.
3. Apply problem solving techniques to provide quality customer service.
4. Identify customer service retention tools.

5. Appraise the level of customer service received at various establishments and recommend suggestions for improvement.

Academic Year: 2018-2019

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AOT 213

Legal Document Production

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.

Course Topics:

- Overview of Areas of Law
- Proofreading, Editing and Accuracy in Legal Documents
- Legal Terminology and Legal Language Focus

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One (1) USB/jump drive.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Analyze and prepare legal documents to comply with requirements in the appropriate code of civil procedure, any other statutory or regulatory requirements, and requirements of local court rules.
2. Devise and employ legal research strategy, manage research time wisely, and understand the value of legal research tools.
3. Proofread and edit legal documents.
4. Recognize and articulate legal terminology.
5. Analyze the elements of legal business communications.
6. Recognize the importance and practice the following components of professionalism:
 - timeliness;
 - honesty;
 - quality, appearance and thoroughness of work product;
 - compliance with ethical responsibilities;
 - compliance with local court rules;
 - independent thought and work;
 - and courtesy to the court, opposing counsel, and all persons involved in the legal process.

Academic Year: 2018-2019

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AOT 252

Medical Systems and Procedures

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

Course Topics:

- Office equipment usage
- Gaining experience in administrative medical responsibilities

- The role of professionalism and image
- Office procedural standards
- Communications in all manners

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
[View computer requirements for the online portion of the course](#)
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform medical office duties as presented in a simulation.
2. Develop and implement medical office procedural standards.
3. Demonstrate professional manner and image.
4. Adapt communications to individual's ability to understand.

5. Perform an internship in a medical office.

Academic Year: 2018-2019

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AOT 253

Legal Systems & Procedures

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes development of proficiency in integrating knowledge and skills performed in legal offices.

Course Topics:

- Business correspondence
- Legal documents
- Calendars/dockets

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One USB/jump disk or sky drive onto which all typed assignments will be saved
- Earbuds

Grading System:

An overall grade of C or higher is required in this class to be applied toward the Administrative Office Technology degree.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Compose and format business letters and memos.
2. Determine which software tool will solve a given problem.
3. Demonstrate professional attire and image.
4. Demonstrate professionalism and a strong work ethic.
5. Adapt and format legal documents.
6. Create and maintain an office calendar.
7. Complete a 40-hour internship in an approved legal office environment.

Academic Year: 2018-2019

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AOT 254

Office Simulation

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.

Course Topics:

- Checklist of proficiency in business tools and equipment
- The role of professionalism and image in career growth
- Office procedural standards
- Teamwork and interpersonal skills
- Administrative office environments

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
[View computer requirements for the online portion of the course](#)
- Word processing software (must be able to save Word format), and anti-virus software.
- One (1) USB jump drive or SkyDrive account
- D2L login and proficiency
- This course utilizes Word, Excel, Access, PowerPoint and Outlook software applications. Access to Microsoft Office 2010 or higher software applications for successful completion of coursework is required.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate proficiency in using software applications in multiple office projects.
2. Recognize and implement administrative office procedural standards
3. Project professionalism and a strong work ethic
4. Work effectively in team project assignments
5. Create properly formatted written communications
6. Complete a 40-hour internship in an approved administrative office.

Academic Year: 2018-2019

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AOT 260

Office Word Processing Applications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the concepts of word processing for information management in an office environment.

Course Topics:

- Developing professional documents
- Using mail merge to combine documents
- Adding color and formatting to documents
- The use of tables in documents
- The use of graphics in documents
- The development and use of newsletters

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- SAM 2007 Assessment, Projects, and Training V6.0
- Computer with Internet access and anti-virus software.
- Word processing software (must be able to save Word format)
- USB/jump drive or the hard drive (C:) of your personal PC will be used to download data files from the publishers website or the assignment drop box. These files will be modified for most of your projects and lab assignments.

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Create, edit, and format documents and publications.
2. Create and modify tables.
3. Insert and manipulate graphics.
4. Create and publish Web pages.
5. Merge documents.
6. Create professional newsletters.
7. Create online forms.
8. Save Word files to PDF format.

Academic Year: 2018-2019

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AOT 261

Office Spreadsheet Applications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the concepts of spreadsheets for information management in an office environment.

Course Topics:

- Workbooks versus Worksheets
- Excel spreadsheet functions
- Building formulas
- Sorting and searching worksheets for specific data
- The use of Charts and Graphs in representing data

- Developing professional worksheets

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Microsoft Excel 2013
- Skills Assessment Manager Office 2013 (SAM 2013) _ Assessment, Projects, and Training
- One USB/jump disk or sky drive onto which all typed assignments will be saved

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Create, edit, and format spreadsheets.
2. Develop tables and add graphics to a worksheet.
3. Manage workbooks and prepare them for the Web.
4. Create and Modify Formulas.
5. Sort fields and create lists of specific data.
6. Perform formula auditing and validation data.
7. Demonstrate complex problem solving.

Academic Year: 2018-2019

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AOT 263

Office Database Applications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the concepts and structures of a database and the application of the concepts in an office environment.

Course Topics:

- Tables
- Reports
- Forms
- Queries
- Macros
- Switchboards

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Microsoft Access 2013
- Skills Assessment Manager Office 2013 (SAM 2013) _ Assessment, Projects, and Training
- One USB/jump disk or sky drive onto which all typed assignments will be saved

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Create, edit, and format databases.
2. Distinguish between various database objects and their purpose.
3. Develop queries that provide business solutions.
4. Design functional and visually appealing database forms.
5. Design functional and visually appealing database reports.
6. Design functional and visually appealing switchboards.

Academic Year: 2018-2019

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AOT 270

SCWE in Administrative Office Technology

Hours: Class 0, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=61|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course integrates office skills within an approved work site related to administrative office technology.

Course Topics:

- The role of an administrative professional;
- Office politics and interpersonal skills;
- Self-assessment of professional goals;
- Confidence in the workplace and personal abilities;
- Gaining experience in administrative responsibilities.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform general office duties independently as assigned by the preceptor/supervisor with minimal supervision;
2. Master proven techniques to provide effective client telephone service and project a professional image throughout the phone conversation;
3. Manage time sensitive and proprietary paperwork;
4. Manage time sensitive and proprietary paperwork;
5. Interpret policies and procedures;
6. Manage records and files according to company policy, including recording, sequencing and storing.

Academic Year: 2018-2019

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ART 101

Art History and Appreciation

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

Course Topics:

- What is Art?
- Subject, Form, and Content
- Style
- Elements of art
- Principles of design
- Media and Processes
- Context (History and/or Theme)

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Microsoft 2007 or equivalent
- Ability to format documents in .doc, .docx, .rtf or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity

Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define the elements of art and principles of design.
2. Differentiate between subject, form, and content, and various artistic media.
3. Analyze artworks based on their form and content.
4. Evaluate artistic themes in relationship to style, cultural convention, and/or historic period.

Academic Year: 2018-2019

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ART 107

History of Early Western Art

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a visual and historical survey of western art from the Paleolithic Age to the Renaissance. The techniques, forms, and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment which produced them.

Course Topics:

- What is art?
- Style, form, and content
- Context (history and/or theme)

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Microsoft 2007 or equivalent

- Ability to format documents in .doc, .docx, .rtf or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define the elements of art and principles of design.
2. Recognize and articulate the differences between subject, form, and content.
3. Categorize visual arts by culture, historical period, and style.
4. Demonstrate analytical skills such as observation and inductive reasoning in evaluating works of art both as formal structures and in relation to social and cultural contexts.
5. Produce written work involving visual analysis, reading research, critical thinking, and standard methods of documentation.

Academic Year: 2018-2019

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ART 108

History of Western Art

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

Course Topics:

- What is art?
- Style, form, and content
- Context (history and/or theme)

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Microsoft 2007 or equivalent
- Ability to format documents in .doc, .docx, .rtf or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define the elements of art and principles of design.
2. Recognize and articulate the differences between subject, form, and content.
3. Categorize visual arts by culture, historical period, and style.
4. Demonstrate analytical skills such as observation and inductive reasoning in evaluating works of art both as formal structures and in relation to social and cultural contexts.
5. Produce written work involving visual analysis, reading research, critical thinking, and standard methods of documentation.

Academic Year: 2018-2019

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ART 111

Basic Drawing I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introduction to the materials and the basic techniques of drawing.

Course Topics:

- Introduction to Dry and Wet Achromatic Media
- Composition/Pictorial space
- Gesture
- Sighting and Perspective
- Line Quality and Contour
- Shape and Planar Analysis
- Texture
- Value/Tone (Additive and Subtractive)
- Critique

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Art Kit

drawing supplies compiled by professor

- permanent marker
- paper towels or old loose rags
- any additional items suggested by instructor

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify, use, and explain the basic vocabulary and concepts associated with drawing.
2. Create representational drawings that demonstrate a working knowledge of the elements of art, principles of design, and achromatic media.
3. Establish standards of craftsmanship and presentation.
4. Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

Academic Year: 2018-2019

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ART 112

Basic Drawing II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers a study of the materials and basic techniques of drawing, continuing from the foundation laid in ART-111.

Course Topics:

- Introduction to Color Media
- Introduction to Mixed Media Practices
- Choosing the Appropriate Form for the Content
- Thematic Development
- Critique

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Art Kit for ART 112

- drawing supplies compiled by professor
- permanent marker
- paper towels or old loose rags
- any additional items suggested by instructor

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify, use, and explain the vocabulary and concepts associated with drawing.
2. Create representational drawings that demonstrate a working knowledge of the elements of art, principles of design, and chromatic media.
3. Develop problem solving-skills relative to the organization of space on the two-dimensional picture plane.
4. Establish standards of craftsmanship and presentation.
5. Develop written and oral communication skills through formal analysis, critique and self-assessment.

Academic Year: 2018-2019

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ART 121

2-D Design Fundamentals

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This foundation course covers the visual elements and principles of design including color theory. Projects in a variety of media focus on compositional organization and the development of design skills.

Course Topics:

- Design Elements: Line, Shape, Value, Color, Space, Texture (Illusionary), Time
- Design Organization: Harmony, Balance, Proportion, Dominance, Movement, Economy, Contrast, Emphasis, Repetition, Rhythm, Direction, Grid, Pattern, Figure/Ground
- Black & White Media: Pencil, Marker, Ink, Collage, Acrylic Paint
- Color Media: Collage, Acrylic Paint
- Prang/Artist's Color System
- Color Harmonies/Schemes: Complementary, Analogous, Triadic, Split Complementary, Double Split Complementary (Tetradic)

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Art Supplies (instructor will provide a list of required supplies the first day of class).
- Additional supplies may be suggested by instructor over the course of the semester.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify, use, and explain the basic vocabulary and concepts associated with two-dimensional design.
2. Create projects in non-representational format that demonstrate a working knowledge of the elements of art, principles of design, color theory, and basic two-dimensional materials and processes.
3. Establish standards of craftsmanship and presentation.
4. Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

Academic Year: 2018-2019

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ART 122

3-D Design Fundamentals

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This foundation course introduces students to 3-D design concepts and basic sculptural materials. Projects address a variety of design problems unique to 3-D art forms.

Course Topics:

- Design Elements: Line, Shape, Value, Color, Space, Texture, Time, Form, Structure
- Design Organization: Harmony, Balance, Proportion, Dominance, Movement, Economy, Contrast, Emphasis, Repetition, Rhythm, Direction
- Degrees of three-dimensionality: Relief, Frontal, Full Round
- Construction: Manipulation/Modeling, Addition, Subtraction
- Possible Media/Material include, but are not limited to: Paper, Cardboard, Foamcore, Wood, Wire, Clay, Plaster, Fiber, Found Objects

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Art Supplies (instructor will provide a list of required supplies the first day of class).
- Additional supplies may be suggested by instructor over the course of the semester.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify, use, and explain the basic vocabulary and concepts associated with three-dimensional design.
2. Create projects that demonstrate a working knowledge of the elements of art, principles of design, and basic three-dimensional materials and processes.
3. Establish standards of craftsmanship and presentation.
4. Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

Academic Year: 2018-2019

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ART 211

Introduction to Painting

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to materials and techniques of painting.

Course Topics:

- Medium: Acrylic Paint
- Processes: Modeling, Scumbling, Impasto, Pentimenti, and Glazing
- Color Theory: Harmonies/Schemes
- Representation: Illusionistic Realism and Abstraction

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Art Supplies (The Instructor will provide a list of required supplies the first day of class.)
- Additional supplies may be suggested by the instructor over the course of the semester.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify, use, and explain the basic vocabulary and concepts associated with painting.
2. Create projects in representational format that demonstrate a working knowledge of the elements of art, principles of design, color theory, and basic painting materials and processes.
3. Establish standards of craftsmanship and presentation.
4. Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

Academic Year: 2018-2019

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ARV 110

Computer Graphics I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=68|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course is a study of the fundamentals of computer assisted graphic design using Adobe Illustrator.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ARV 162

Graphic Reproduction I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the principles and practices used in print preparation and print reproduction.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ARV 163

Graphic Reproduction II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the development of the practices and skills used in print preparation and print reproduction.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ARV 217

Computer Imagery

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field using Adobe Photoshop.

Course Topics:

- Tools and workspace of Adobe Photoshop
- Image manipulation
- Color correction
- Raster
- Use of Layers

- Typography with Images
- Montage
- Filters

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 USB jump drive

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify tools and applications in Adobe Photoshop software.
2. Demonstrate basic photo corrections.
3. Manipulate images using the selection tools.
4. Demonstrate layer basics.
5. Correct and enhance digital photos.
6. Create a design using typography.

Academic Year: 2018-2019

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ARV 227

Website Design I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the production of an interactive world wide web site.

Course Topics:

- Efficient internet search
- Information architecture
- User-centered design
- XHTML
- CSS
- Adobe Dreamweaver
- Web-page production
- Website production

Textbooks:

Textbook information can be found on the Book Inn Web site

www.sccsc.edu/bookstore

Required Materials:

- 1 USB jump drive

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate how to efficiently search the internet for specific topics.
2. Critique successful, professional websites.
3. Identify the structure used in the design of websites.
4. Design websites using XHTML and CSS.
5. Identify tools and work area in Adobe Dreamweaver software.
6. Create professional web page headers.
7. Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.

Academic Year: 2018-2019

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ARV 228

Web Site Design II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers a study of advanced web site design techniques culminating in an interactive web site.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ARV 261

Advertising Design I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.

Course Topics:

- Advanced use of design principles
- Advertisement design
- Audience analysis
- Target market analysis
- Branding
- Customer relations
- Advertising campaigns

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 USB jump drive
- A supply of pencils and a sketch pad.
- Access to course's D2L online component.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the principles and practices of advertising design.
2. Create advertising designs that target a specific audience.
3. Demonstrate graphic communication skills in advertisement layout, composition, and production.
4. Analyze effective, professional advertisements and campaigns.
5. Design an ad that fits the image of the brand.

Academic Year: 2018-2019

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ARV 264

Special Project in Graphics Art

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=74|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This source includes an advanced project as assigned from conception to final production.

Course Topics:

- Industry research
- Audience analysis
- Re-branding
- Multi-media campaigns
- Advanced digital design
- Digital portfolio of client's campaign
- Collaboration

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 USB jump drive

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Assess the client's goals for professional publications.
2. Present a detailed report of client's publication needs.
3. Produce a professional multi-media campaign.
4. Produce a professional publications presentation.
5. Develop and practice teamwork skills in cooperation, collaboration, negotiation, and group decision-making.

Academic Year: 2018-2019

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ARV 279

Portfolio Presentation

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the basic techniques used to organize, edit and critique a presentation of existing projects.

Course Topics:

Textbooks:

- Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- craigkunce.com will be used in this class
- color.adobe.com
- Flash drive

Grading System:

An overall grade of "C" or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ASL 101

American Sign Language I

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill development.

Course Topics:

- Culturally appropriate behaviors for interacting in the Deaf community
- Differences between ASL and English, including sentence structure, verb types, pronouns and classifiers
- Fingerspelling and numbers (to 100)
- Introductions and exchanging personal information including school, work, family, friends, daily activities
- Storytelling and ASL Literature
- Influential Deaf leaders in history and the present
- Cultural beliefs, attitudes, and social norms that influence interactions in the Deaf community

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Access to D2L

- GoReact License purchased at the [SCC bookstore](#) or online

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59 B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Employ vocabulary and grammar of ASL in controlled and free expressive situations.
2. Discuss backgrounds, family, and the surrounding community using appropriate ASL.
3. Respond appropriately to communication presented in ASL.
4. Give examples of the Deaf community as people with a distinctive language, sensibility, and culture.
5. Identify cultural norms in the Deaf community.

Academic Year: 2018-2019

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ASL 102

American Sign Language II

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.

Course Topics:

- Vocabulary related to directions, descriptions, occupations
- Building on grammatical structures covered in ASL 101
- Storytelling
- Classifiers
- Verb types
- Spatial referencing
- Role shifting
- Money and time
- Conversational skill

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to D2L
- GoReact License purchased at the [SCC bookstore](#) or online

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ASL 201

American Sign Language III

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.

Course Topics:

- Vocabulary related to health, nationality, heritage, city and states
- Recurring and continuous time vocabularies and verb structures
- Making complaints, requests and negotiations
- Role shifting
- Complex sentence structures including phrases and clauses
- Classifiers
- Specialized signs related to careers
- Biographies and historical events
- Addresses
- Presenting research findings

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to D2L
- GoReact License purchased at the [SCC bookstore](http://www.sccsc.edu/bookstore) or online

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Employ grammatical features of American Sign Language in both controlled and free expressive situations.
2. Produce signed vocabulary and lexicon in both controlled and free expressive situations.
3. Discuss topics in American Sign Language using vocabulary and grammar introduced.
4. Develop culturally appropriate responses to situations.
5. Demonstrate comprehension of messages given in American Sign Language.
6. Converse with native users of the language.

Academic Year: 2018-2019

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ASL 202

American Sign Language IV

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language.

Course Topics:

- Incorporating classifiers into descriptions
- Verb aspect _ temporal, durative, sequencing
- Numbers past 1,000
- Spatial relationships
- Cooking and recipes
- Layouts of buildings and rooms
- Comparison shopping
- Expressing opinions and justifying decisions
- Inventions throughout history in the Deaf community
- Planning a vacation
- Handshape stories

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to D2L
- GoReact License purchased at the [SCC bookstore](#) or online

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate grammatical features of American Sign Language at intermediate skill level.
2. Discuss topics and create narratives in American Sign Language using appropriate ASL Discourse structure at a moderate to normal rate.
3. Demonstrate culturally appropriate behaviors used in the Deaf community including proper levels of detail in descriptions.
4. Demonstrate comprehension of messages given in American Sign Language by providing appropriate feedback.
5. Present new information and make recommendations about assigned topics and people, incorporating reliable research sources.
6. Examine authentic texts and literature to expand cultural and linguistic awareness.

Academic Year: 2018-2019

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ASL 210

American Sign Language Linguistic Structure

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the structure and grammar of American Sign Language (ASL), including the study of phonemes, morphemes, syntax, and semantics. Other topics covered include the relationship between ASL, spoken and other signed languages and historical change in ASL.

Course Topics:

- Phonology
- Morphology
- Syntax
- Semantics
- Prescriptive vs. descriptive language
- Universal functions of language
- Arbitrariness vs. iconicity
- Register
- Glossing and notation systems

- Language variation
- Discourse styles

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to D2L
- GoReact License purchased at the [SCC bookstore](#) or online

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discuss general characteristics of language and correlate how ASL satisfies those requirements.
2. Structure ASL signs according to the phonological models presented.
3. Identify components of ASL morphology and their effects on syntactic structure.
4. Analyze differences between ASL and English syntax.
5. Produce grammatically accurate meaning-based sentences.
6. Prepare effective translations and glosses of short discourse.

Academic Year: 2018-2019

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ASL 220

American Deaf History and Culture

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course surveys the history of American Sign Language, its users, and their culture. It explores how identity has been framed and describes the influence of community, society and education on this minority group.

Course Topics:

- History of ASL and Deaf Culture
- Leaders and events in Deaf history
- Organizations
- Audism
- How culture affects language
- Membership in Deaf community
- The deaf child in the family
- Education
- Technology
- Attitudes towards individuals who are deaf
- Advocacy

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer internet access with current browser
- MS Word or compatible system

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discuss historical milestones and people who have influenced American Sign Language and American Deaf Culture.
2. Describe the influence of education on the Deaf community.
3. Explain how the Deaf community fits the category of collectivist cultures.
4. Evaluate how societal perspectives have influenced the community.
5. Examine how technology has changed the social, linguistic and political landscape.

Academic Year: 2018-2019

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AST 101

Solar System Astronomy

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course.

Course Topics:

- Our Place in the Universe
- Discovering the Universe for Yourself
- The Science of Astronomy
- Making Sense of the Universe: Understanding Motion, Energy, and Gravity

- Light: The Cosmic Messenger
- Formation of Planetary Systems: Our Solar System and Beyond
- Earth and the Terrestrial Worlds
- Jovian Planet System
- Asteroids, Comets, and Dwarf Planets: Their Nature, Orbits, and Impacts

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific, graphic calculator (TI series)
- MasteringAstronomy.com student access kit
- Voyager: SkyGazer College Edition v3.7 CD-ROM, 4/E

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe our origin and place in the universe, and cosmic scale in time and space.
2. Describe night sky patterns of celestial objects, phase of moon, eclipses, and seasons.
3. Describe the historical development of astronomy and the physical laws for the formation and movements of astronomical objects.
4. Describe the property of telescope and how light used for the observation of distant objects.

5. Describe the origin of the solar formation and evolution and methods for the search for exoplanets.
6. Describe the structures, compositions, motions of Jovian and Terrestrial planets, and the motion, compositions and locations of leftover planetesimals in solar formation.
7. Use computer software to identify celestial objects and simulate celestial movements.

Academic Year: 2018-2019

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AST 102

Stellar Astronomy

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course.

Course Topics:

- Our Star
- Surveying the Stars
- Star Stuff
- The Bizarre Stellar Graveyard
- Our Galaxy
- Galaxies and the Foundation of Modern Cosmology
- Dark Matter, Dark Energy, and the Fate of the Universe
- The Beginning of Time
- Life in the Universe

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific, graphic calculator (TI series)
- MasteringAstronomy.com student access kit
- Voyager: SkyGazer College Edition v3.7 CD-ROM, 4/E

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the Sun's structure, compositions, energy source and its mechanism, surface phenomena, and connection to Earth.
2. Describe the property of stars and star clusters, patterns in the Hertzsprung-Russell diagram, the life cycle of a star about star birth, evolution and death, and how mass of star determines its fate.
3. Describe the consequences of stellar life, the star's basic properties and structure, and evolution of galaxies.
4. Describe the structure and motion and history of our galaxy, Milky Way galaxy, and the various techniques used by astronomers to determine the distance.
5. Describe the dark matter and dark energy, structure formation and fate of the universe, and the large cosmological model.
6. Retrace the origin of life on earth, and describe efforts in the search for life elsewhere in the universe.
7. Use computer software to identify celestial objects and simulate celestial movements.

Academic Year: 2018-2019

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AUT 100

Introduction to Automotive Hazardous Materials

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.

Course Topics:

- Shop Safety
- Environmental and Hazardous Materials
- Hazardous Materials Disposal
- EPA Regulations
- OSHA Regulations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AUT 107

Advanced Engine Repair

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.

Course Topics:

- Cooling System Operation and Diagnosis
- Lubrication System and Diagnosis
- Gaskets and Sealants
- Camshafts, Valvetrain, and Engine Timing Components
- Engine Cleaning and Component Inspection

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Examine the four stroke cycle of an internal combustion engine.
2. Identify the components of an internal combustion engine.
3. Demonstrate the proper procedure for internal combustion engine removal and installation.
4. Classify the function of the major systems of an internal combustion engine.
5. Identify the different types of engine coolants.
6. Show the ability to diagnose base engine concerns.
7. Describe the importance of and how the engine lubricating system works.

Academic Year: 2018-2019

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AUT 111

Brakes

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

Course Topics:

- Hydraulic Systems
- Brake Bleeding Methods and Procedures
- Drum Brakes
- Disc Brakes
- ABS Systems
- Electronic Stability Control Systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Appeals Process
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Dissect information on brake system problems and repair procedures.
2. Explain standard hydraulic brake system operation and function.
3. Show the ability to perform basic diagnosis, adjustments, and repair of standard hydraulic brake systems.
4. Illustrate the operation of light truck rear anti-lock brake systems.
5. Perform basic diagnosis on light truck rear anti-lock brake systems.
6. Describe the operation of four (4) wheel anti-lock brake system.
7. Perform four (4) wheel anti-lock brake system diagnosis and repair.

Academic Year: 2018-2019

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AUT 112

Braking Systems

Hours: Class 1, Lab 9, Credits 4

Pre-requisite:

Take AUT 132.

Co-requisite:

Course Description:

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

Course Topics:

- Caliper Rebuilding
- Power Braking Systems
- Master Cylinders
- Front Brake Service
- Rear Brake Service

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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AUT 115

Manual Drive Train/Axle

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

Course Topics:

- Clutches
- Gearing
- Manual Transmission Operation and Repair
- Manual Transaxle Operation and Repair
- Differential Operation, Set up, and Repair

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and correct clutch components.
2. Identify and correct manual transmission/transaxle concerns.
3. Perform drive/half shaft and universal joint service.
4. Interpret rear axle gear patterns.
5. Perform four-wheel drive service and adjustments.
6. Describe the relationship between speed and torque related to gear ratios.
7. Illustrate the power flow through a typical manual transmission.

Academic Year: 2018-2019

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AUT 130

Automotive Electricity-Industry Certification

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Take [\[\[permalink=182|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course is a study of construction and function of automotive electrical components including alternating and direct current circuits and Ohm's Law. Students who successfully complete this course may be eligible for specific industry certifications (Ford Service Technician Specialty Training (STST) certification).

Course Topics:

- Electrical Circuits and Ohm's Law
- Circuit Construction
- Circuit Testers
- Wiring and Wire Repair
- Batteries

- Charging Systems
- Starting Systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the basic principles of automotive electrical systems.
2. Construct basic automotive circuits.
3. Use automotive electrical measuring devices.
4. Test the operation of the components used in automotive electrical systems.
5. Show the ability to use service literature to assist in testing and diagnosis.
6. Distinguish between the principles and uses of Alternating Current and Direct Current.
7. Correlate the relationship between Ohm's Law and actual automotive circuit measurement.
8. Complete Ford Motor Company training curriculum.

Academic Year: 2018-2019

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AUT 132

Automotive Electricity

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of electricity as used in automotive applications. This course includes dc and ac principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

Course Topics:

- Electrical Circuits and Ohm's Law
- Circuit Construction
- Circuit Testers
- Wiring and Wire Repair
- Batteries
- Charging Systems
- Starting Systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the basic principles of automotive electrical systems.
2. Construct basic automotive circuits.
3. Use automotive electrical measuring devices.
4. Test the operation of the components used in automotive electrical systems.
5. Show the ability to use service literature to assist in testing and diagnosis.
6. Distinguish between the principles and uses of Alternating Current and Direct Current.
7. Correlate the relationship between Ohm's Law and actual automotive circuit measurement.

Academic Year: 2018-2019

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AUT 142

Heating and Air Conditioning

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating, and air conditioning systems.

Course Topics:

- HVAC Components and Operation
- Automatic Air Conditioning Systems
- HVAC Principles of Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
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- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Point out the major systems, and list the components, associated with those systems.
2. Subdivide the four (4) principles of Climate Control.
3. Properly connect test equipment and evaluate the readings.
4. Demonstrate the proper diagnosis of air distribution systems.
5. Demonstrate the proper diagnosis of air refrigeration systems.
6. Demonstrate proper equipment usage to discharge, recycle, and recharge of refrigerant.
7. Solve (diagnose) electronically controlled refrigeration system concerns.

Academic Year: 2018-2019

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AUT 145

Engine Performance

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

Course Topics:

- Scan Tool Operation
- On Board Diagnostics II
- Emissions Related Sensors and Operation
- Emissions Related Output Devices and Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discover the major systems related to engine performance.
2. Summarize the major systems associated with engine performance.
3. Facilitate test equipment selection, setup, and test procedures for engine performance testing.
4. Retrieve data from test equipment and diagnose faults.
5. Relate how different types of inputs affect engine operation.
6. Relate how different types of outputs affect engine operation.
7. Defend the need for emission control systems.

Academic Year: 2018-2019

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AUT 156

Automotive Diagnosis and Repair

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Take AUT 132.

Co-requisite:

Course Description:

This is a basic course for general diagnostic procedures and minor repairs.

Course Topics:

- Maintenance Procedures
- Light Repair Procedures
- Brake Repairs
- Steering and Suspension Repairs
- Tire and Wheel Balancing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the ability to use service literature to assist in testing and diagnosis.
2. Explain power brake operation.
3. Summarize anti-lock brake systems.
4. Perform brake system diagnosis and repairs.
5. Illustrate how to properly diagnose wheel alignment concerns.
6. Demonstrate the proper wheel alignment procedure.
7. Complete CV joint, bearing and seal service.
8. Employ the correct wheel and tire service and repair techniques.

Academic Year: 2018-2019

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AUT 160

Introduction to Automotive Technology

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.

Course Topics:

- Careers in the Automotive Service Industry

- Hand Tools
- Vehicle Lifting and Hoisting
- Measuring System and Tools
- Working as a Professional Technician

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate safe work habits.
2. Determine proper application of automotive fasteners, seals, and gaskets.
3. Identify automotive service occupations, terminology, components, and systems.
4. Demonstrate appropriate shop manual and service publication.
5. Employ basic maintenance, vehicle pre-delivery, and service techniques.
6. Demonstrate appropriate tool selection and usage.

Academic Year: 2018-2019

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AUT 221

Suspension & Steering Diagnosis

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment.

Course Topics:

- Tires and Wheels
- TPMS Systems
- Front Suspension Service
- Rear Suspension Service
- Wheel Alignments
- Power Assisted Steering Systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Diagnose and repair suspension concerns.
2. Diagnose and repair manual/power steering concerns.
3. Perform wheel alignment procedures.
4. Interpret alignment angles given while using alignment equipment.
5. Diagnose and repair electronic steering systems.
6. Diagnose and repair electronic suspension system.

Academic Year: 2018-2019

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AUT 231

Automotive Electronics

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment.

Course Topics:

- Networking and Multiplexing
- Transistors
- Capacitors
- Electronic Diagnosis

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize the major systems, and list their components, associated with solid state control.
2. Illustrate schematic of the sensing devices used in solid state control devices.
3. Perform voltage, current, and resistance calculations on solid state devices.
4. Perform test equipment setup, hookup, and test procedures for measuring solid state components.
5. Diagnose and repair faulty components using the symptom to system, system to component, component to cause diagnostic procedures.
6. Identify the microprocessor control components and their function.

Academic Year: 2018-2019

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AUT 232

Automotive Accessories

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of devices and systems considered accessories by the automotive industry. Study

includes windshield wiper systems, power door locks, windows and seats, radios, and clocks.

Course Topics:

- Accessory Circuits
- Air Bags and Pretensioners
- Driver Information and Navigation Systems
- Lighting and Signaling Circuits
- Systems listed in course description

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Diagnose supplemental restraint system (SRS) concerns.
2. Diagnose and repair dash instrument concerns.
3. Diagnose and repair concerns in various automotive accessories circuits.
4. Diagnose and repair audio system concerns.

5. Solve power window circuit malfunctions.
6. Repair electronically controlled windshield wiper systems.
7. Distinguish the operating characteristics of adaptive cruise control and how to diagnose and repair those systems.

Academic Year: 2018-2019

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AUT 245

Advanced Engine Performance

Hours: Class 4, Lab 3, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course includes “hands-on” diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize the history of the EEC computer control system.
2. Illustrate a schematic of the different input sensors and their functions.
3. Differentiate between the type output actuators and their functions.
4. Identify different types of PCM control strategies.
5. Perform test equipment setup, hookup, and test procedures for OBDII computer system.
6. Diagnose and repair subsystem failures (hard fault), intermittent failure (continuous), and out of range failures.
7. Solve the cause of component failure.

Academic Year: 2018-2019

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AUT 251

Automatic Transmission Overhaul

Hours: Class 4, Lab 3, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.

Course Topics:

- Automatic Transmission/Transaxle Principles
- Hydraulic Components and Controls
- Automatic Transmission/Transaxle Diagnosis
- Automatic Transmission/Transaxle Electronic Controls
- Automatic Transmission/Transaxle Unit Repair

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and correct Hydraulic and Mechanical Automatic Transmission concerns.
2. Perform Automatic Transmission Disassembly-Overhaul-Reassembly procedures.
3. Diagnose and repair Electronic Automatic Transmission concerns.
4. Explain how a torque converter can transmit and multiply engine torque.
5. Differentiate between the different types of planetary gearsets.
6. Illustrate power flow through a typical automatic transmission.
7. Distinguish the differences between holding and driving devices in a typical automatic transmission.

Academic Year: 2018-2019

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AUT 262

Advanced Automotive Diagnosis and Repair

Hours: Class 0, Lab 12, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation.

Course Topics:

- Electrical Circuit Diagnosis and Repair
- Electronic Devices Diagnosis and Repair
- Electrical Tools
- Scan Tool Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Differentiate between the different types of self-tests.
2. Subdivide the different types of code outputs.
3. Diagnose intermittent concerns using enhanced testing equipment.
4. Subdivide the different types of input sensors.

5. Subdivide the different types of output components.
6. Show the ability to diagnose problems caused by failed or out of range inputs.
7. Show the ability to diagnose problems caused by failed or out of range outputs.

Academic Year: 2018-2019

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AUT 275

Alternate Technology Vehicle

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course.

Course Topics:

- Hybrid Safety and Service Procedures
- Fuel Cells and Advanced Technologies
- Ethanol
- Biodiesel
- Compressed Natural Gas

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the common alternative technology vehicle types.
2. Identify the types and specifications of personal protective equipment required when working with hybrid electric vehicles.
3. Outline the control systems for the hybrid technology.
4. Classify the different types of hybrid vehicles.
5. Illustrate the control systems for the compressed gas technology.
6. Examine the control systems for the Bio-fuel technology.

Academic Year: 2018-2019

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BAF 101

Personal Finance

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

Course Topics:

- Personal Financial statements
- Time Value of money
- Personal taxes
- Managing Cash and savings
- Automobile and housing decisions

Consumer credit

- Insurance needs
- Investment objectives
- Retirement and estate planning

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Online component access code (see instructor for details)

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define personal financial goals.
2. Prepare personal financial statements.
3. Solve the time value of money concepts.
4. Prepare personal taxes.
5. Develop a savings strategy.
6. Develop a plan for a home buying and purchase or lease alternatives for selection of a vehicle.

7. Calculate insurance needs.
8. Describe retirement needs and estate planning.

Academic Year: 2018-2019

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BCT 150

Plumbing

Hours: Class 3, Lab 6, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints.

Course Topics:

- Types of pipes, fittings and valves
- Sizing and layout of drainage, waste and vent (DWV) systems
- Sizing and layout of water distribution systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe common types of pipe and tubing used in residential plumbing.
2. Describe types of fitting and valves used in copper piping.
3. Properly measure, cut, thread and connect steel piping.
4. Explain the importance of the different segments of a DWV system.
5. Properly install a complete DWV system.
6. Compare and contrast the advantages and disadvantages of different pipe layouts (trunk and branch, remote manifold and home-run systems).
7. Properly install a complete water distribution system.

Academic Year: 2018-2019

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BIO 100

Introductory Biology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is a course in general biology designed to introduce principles of biology. Non-degree credit

Course Topics:

- The essential parts: atoms, molecules and cells
- The fundamental building blocks
- The biological molecules
- The utilization of energy and its transformations
- Genetics and cellular division
- The structure and function of the integumentary system
- The structure and function of the skeletal system
- The structure and function of the muscular system

- The structure and function of the digestive system
- The structure and function of the urinary and reproductive system
- The structure and function of the of the respiratory system

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety glasses (OSHA approved)
- Calculator
- Vocabulary Folder
- Lab coat (optional).

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Interpret science as a way of learning using the scientific process.
2. Identify the essential part of atoms, molecules, and cells.
3. Demonstrate proper safety in the laboratory.
4. Properly use and maintain the compound microscope.
5. Use metric units and readily convert between units.
6. Describe energy and its transformations.

7. Examine how genetics works and cell division.
8. Identify human anatomy and physiology.

Academic Year: 2018-2019

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BIO 101

Biological Science I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

Course Topics:

- Characteristics and organization of life.
- Chemical properties of life.
- Major organic compounds in cells and their importance.
- Major differences and characteristics of prokaryotic and eukaryotic cells.
- Intracellular structure and function.
- Kinds of cellular reproduction and their importance.
- The energy of Life.
- Structure and function of DNA and RNA in protein synthesis.
- Major principles of genetics
- Collecting data and formulate conclusions based on experimental results using the scientific method

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Any additional materials may be provided by the Instructor.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Distinguish between the levels of biological organization and between the components of the scientific method.
2. Identify major organic molecules in cells and their importance.
3. Describe cells, their organelles, cell processes and their importance.
4. Solve genetics problems based on Mendelian genetics, discussing the importance of modern genetics in society.
5. Describe the structure and function of DNA and RNA in protein synthesis.
6. Perform laboratory assignments, including collecting data and formulating conclusions based on experimental results.

Academic Year: 2018-2019

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BIO 102

Biological Science II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the classification of organisms and structural and functional considerations of all Kingdoms (Particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

Course Topics:

- Evolution of Life
- Diversity of Life
- Plant Life
- Animal Life
- Ecology of Life

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Any additional materials may be provided by the Instructor.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe anatomical structures and life cycles of Viruses.
2. Identify characteristics for Domain Bacteria and Domain Archaea.
3. Identify classification systems and characteristics for Kingdom Protista, Kingdom Fungi, Kingdom Plantae, and Kingdom Animalia, placing representative organisms within the correct classification system.
4. Describe the scope of ecology including the demographics of populations, growth models regulation of population size and life history patterns.
5. Discuss the history of evolutionary thought, methods by which populations evolve, speciation, and evidences

of macroevolution.

6. Prepare and present a scientific presentation on an aspect of biology.

Academic Year: 2018-2019

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BIO 105

Principles of Biology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

- Characteristics and organization of life
- Chemical properties of life
- Cell structure and composition
- Cellular respiration and photosynthesis
- DNA replication and cell division
- Sexual reproduction and meiosis
- Genetics and patterns of inheritance
- Evolution and diversity of life
- Ecology

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Any additional materials may be provided by the Instructor

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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BIO 112

Basic Human Anatomy and Physiology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a basic integrated study of the structure and function of the human body.

Course Topics:

- The terminology related to the anatomical organization and regulation of the body
- The basic chemistry of the body
- The structure and function of the cells and tissues of the body
- The structure and function of the integumentary system
- The structure and function of the skeletal and muscular systems
- The structure and function of the nervous system
- The structure and function of the endocrine system
- The structure and function of the lymphatic system to include immunity
- The structure and function of the cardiovascular system
- The structure and function of the respiratory system
- The structure and function of the digestive system to include metabolism
- The structure and function of the urinary and reproductive systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the anatomical organization of the body.
2. Explain the relationship between the components of an atom and how chemical bonds are formed.
3. Distinguish between the organelles of a cell and the functions of each.
4. Describe the process of Mitosis and distinguish between the phases.
5. Describe the organization of the four tissue types of the human body.
6. Describe the organization of the 11 organ systems of the human body.

Academic Year: 2018-2019

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BIO 210

Anatomy & Physiology I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Note: The prerequisites for this course may be changing effective January 2018. Any changes will be posted by November 2017.

Course Topics:

- Anatomical terminology describing body regions, body planes, and directional references
- Homeostasis, negative and positive feedback
- Chemical level of organization
- Cellular and tissue level of organization
- Metabolism and energetics
- Structure and function of the integumentary system
- Structure and function of the skeletal system
- Structure and function of the muscular system
- Structure and function of the nervous system
- Structure and function of the special senses

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Any additional materials may be provided by the Instructor.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize the major functions of the various cells of the skeletal system.
2. Demonstrate an understanding of the processes of glycolysis, glycogenolysis, gluconeogenesis, and glycogenesis.
3. Recognize the outcomes of the chemical reactions involved in the Citric Acid Cycle.
4. Recognize the role of Na⁺-K⁺ ATPase in the generation of muscle/neuron cell transmembrane electrochemical gradients.
5. Demonstrate knowledge of the components of a sarcomere.
6. Distinguish among voltage-gated, chemically or ligand-gated, and mechanically-gated channels.
7. Distinguish between activities either stimulated or inhibited by the parasympathetic and sympathetic nervous systems.

Academic Year: 2018-2019

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BIO 211

Anatomy & Physiology II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

Course Topics:

- Structure and function of the endocrine system
- Blood, blood cells, blood types, and hemostasis
- Structure and function of the cardiovascular system
- Structure and function of the lymphatic system
- Structure and function of the respiratory system
- Structure and function of the digestive system
- Structure and function of the urinary system
- Structure and function of the reproductive system

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Any additional resources will be provided by the Instructor.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Integrity
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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the various factors that may influence the degree of target cell activation.
2. Explain the mechanisms involved in cardiac muscle contraction with consequential directional blood flow.
3. Explain hypothalamic regulation of homeostasis through hormonal regulation.
4. Recognize the involvement of the respiratory system in maintaining homeostasis blood pH.
5. Describe the functions of digestive system hormones.
6. Describe the basic purpose or function of the kidney medullary osmotic gradient.
7. Identify the mechanisms involved in the production of viable gametes.
8. List and explain the four phases of hemostasis.

Academic Year: 2018-2019

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BIO 215

Anatomy

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the structure of the human body in relation to normal and pathologic states.

Course Topics:

- Anatomical terminology describing body regions, body planes, and directional references
- Structure of the integumentary system
- Structure of the skeletal system
- Structure of the muscular system
- Structure of the nervous system
- Structure of the special senses
- Structure of the cardiovascular system
- Structure of the lymphatic system
- Structure of the respiratory system
- Structure of the digestive system
- Structure of the urinary system

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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BIO 216

Physiology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of human physiological processes in relation to homeostasis.

Course Topics:

- Homeostasis, negative and positive feedback
- Chemical level of organization
- Cellular and tissue level of organization
- Metabolism and energetics
- Function of the skeletal system
- Function of the muscular system
- Function of the nervous system
- Function of the special senses
- Function of the cardiovascular system
- Function of the lymphatic system
- Function of the respiratory system
- Function of the digestive system
- Function of the urinary system
- Function of the reproductive system

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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BIO 225

Microbiology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Course Topics:

- Major themes of Microbiology
- Tools of the Laboratory: Methods for studying microorganisms
- Prokaryotic profiles: Archae and Bacteria
- Eukaryotic cells and microorganisms
- Introduction to viruses
- Microbial nutrition, ecology, and growth
- Microbial metabolism
- Microbial genetics
- Genetic engineering
- Physical and Chemical control methods for microbes
- Interactions between drugs, microbes, and hosts
- Infection and Disease
- Nonspecific immune response
- Specific immune response
- Disorders in immunity: hypersensitivity, autoimmune disorders, and immunodeficiency
- Infectious diseases of the skin, eyes, respiratory tract, nervous system, circulatory system, lymphatic system, gastrointestinal tract, and urogenital tract

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

All lecture notes will be provided to the students by the instructor. Safety goggles are provided but student is free to bring their own.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and describe the major physiological characteristics and classifications of the prokaryotes, eukaryotic microbes, and viruses.
2. Describe the major biochemical events that take place in microbial cells including nutrient uptake, metabolism, growth/replication, protein synthesis, and recombination.
3. Describe the effects of environmental factors on microbial growth including: temperature, oxygen levels, osmolarity, pH, and ecological associations.
4. Describe the mechanisms associated with the various forms of microbial control and development of antimicrobial resistance.
5. Describe the major types of infection and how they are transmitted between hosts.
6. Recognize and describe the mechanisms involved with the nonspecific immune response, the specific immune response, and hypersensitivity reactions.

7. Identify the major characteristics of major human diseases by body system.

Academic Year: 2018-2019

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BIO 240

Nutrition

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Any additional resources (handouts) will be provided to the Student by the Instructor.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify diet and lifestyle factors important in promoting health and preventing disease.
2. Identify and explain energy nutrients and the role of energy balance on health.
3. Define the micronutrients, vitamins and minerals.
4. Describe the role of water, vitamins and minerals in promoting growth, development and maintenance of the body and in regulating body processes.
5. Describe the relationship between nutrition and fitness, sports and eating disorders.
6. Describe nutrition as it relates to specific life stages.

Academic Year: 2018-2019

Copyright Spartanburg Community College.

BKP 112

Introduction to Baking Science

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of ingredient functions, product identification, weights and measures as they apply to baking. Students learn to identify various types of flours, leaveners, and pastry ingredients that affect the outcomes of their finished baked goods.

Course Topics:

- Baking terms
- Equipment and utensils used in baking and proper use and care.
- Proper selection of equipment and utensils for specific application.
- Ingredients used in baking.
- Proper scaling and measurement techniques.
- Basic math skills to recipe conversions.
- Properties and function of various ingredients.
- Production of yeast-leavened breads.
- Preparing and evaluating the quality of a variety of yeast-leavened breads.
- Quick-breads and the mixing methods utilized to produce them.
- Preparing and evaluating the quality of a variety of quick-breads.
- Pies and tarts and the mixing methods utilized to produce them.
- Preparing and evaluating the quality of a variety of pies and tarts.

- Cookie types and the mixing methods utilized to produce them.
- Producing and evaluating the quality of a variety of types of cookies.
- Cake types and the mixing methods utilized to produce them.
- Uses of and preparation methods of various creams, custards, puddings and related sauces.
- Various types, uses, and methods of preparation of dessert sauces.
- Preparing and evaluating the quality of a variety of dessert sauces.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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BKP 119

Introduction to Baking and Pastry

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

Copyright Spartanburg Community College.

BKP 220

Introduction to Baking

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

Academic Year: 2018-2019

Copyright Spartanburg Community College.

BUS 110

Entrepreneurship

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the process of starting a small business, including forms of ownership and management.

Course Topics:

- Competitive business model
- Writing a business plan
- Forms of ownership
- Franchising
- Marketing

- Pricing
- Financial plans
- Financing
- Layout
- Staffing
- Legal issues

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize the foundations of Entrepreneurship.
2. Distinguish the strategic management process.

3. Evaluate the sections of a successful business plan.
4. Compare financial reports utilized in the operations of a small business.
5. Evaluate important decisions associated with the marketing plan.
6. Summarize the ethical, legal, and regulatory environment.

Academic Year: 2018-2019

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BUS 121

Business Law I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- This is a custom textbook made just for SCC BUS 121. Please purchase in The Book Inn to insure you receive the proper materials.
- Online component access code sold with textbook in The Book Inn.
- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate the history and current legal process used in the American Justice System.
2. Demonstrate an understanding of torts, which torts effect businesses, and the different types of relief.
3. Evaluate the elements of a contract.
4. Demonstrate an understanding of breach of contract and the types of remedies available.
5. Demonstrate an understanding of the basics of the criminal justice system.
6. Evaluate the laws in place to protect consumers' rights.
7. Evaluate the dimensions of employer-employee relations including the agency relationship, federal and state laws, and the requirements of what an employer must provide their employees.
8. Demonstrate an understanding of the different forms of business structures.
9. Complete a semester long project addressing legal issues associated with starting a business.

Academic Year: 2018-2019

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BUS 130

Business Communications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the application of communication skills to situations routinely encountered in business environments. It focuses on applying direct, indirect, and persuasive writing styles to communicate within and between business organizations. Students apply business writing principles to the creation of electronic messages, memos, letters, proposals, and business reports and presentations. Emphasis is placed on using critical-thinking skills to analyze business problems.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
- Word processing software (must be able to save Word format).
- Anti-virus software.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the writing process.
2. Communicate with business staff and clients.
3. Report workplace data.
4. Demonstrate professionalism, teamwork, meeting and speaking skills.
5. Research primary and secondary data.
6. Plan and develop a business presentation.
7. Design an impressive multimedia presentation.

Academic Year: 2018-2019

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BUS 136

Compensation and Benefits Analysis

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=175|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

Course Topics:

- Basic compensation concepts and the context of compensation practices.
- Strategic and tactical compensation.
- Important compensation and benefit laws.
- Pay systems to include seniority, longevity, merit, and pay-for-performance.
- Performance appraisal systems.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate an understanding of the basic compensation concepts and the context of compensation practice.
2. Analyze the differences between strategic and tactical compensation.
3. Analyze relevant laws and options available in designing proper compensation and benefit plans.
4. Articulate an understanding of the following key employment laws:
 - Employment Retirement Income Security Act of 1974 (ERISA);
 - Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA);
 - Health Insurance Portability and Accountability Act of 1996 (HIPAA);
 - Pension Protection Act of 2006;
 - and Patient Protection and Affordable Care Act.
5. Demonstrate an understanding of different types of pay systems that include seniority, longevity, merit, and pay-for-performance.
6. Articulate the link between performance appraisal systems to the outcomes of the overall business' goals, employee empowerment, and various employee pay systems.

Academic Year: 2018-2019

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BUS 152

Service Culture Development

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the philosophy, principles, processes and behavior, both individual and group, necessary to create and maintain a service culture in an organization.

Course Topics:

- Service culture strategies.
- Customer Relationship Management (CRM).

- Customer retention techniques.
- Interpersonal skills with customers face-to-face.
- Interpersonal skills with customers over the phone and other technology media.
- Communication skills including customer-focused listening.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One USB/jump disk or sky drive onto which all typed assignments will be saved.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define service culture.
2. Recognize key difference between internal and external customers.
3. Apply problem solving techniques to provide quality customer service.
4. Identify customer service retention tools.
5. Appraise the level of customer service received at various establishments and recommend suggestions for improvement.

Academic Year: 2018-2019

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BUS 180

Social Media in Business

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of social media use in business. Students explore different social media outlets and interact with a variety of social media platforms that support business strategies.

Course Topics:

- History of social media.
- Social media platforms.
- Technology associated with social media.
- Customer interactions with social media.
- Benefits and risks using social media in business.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
- Word processing software (must be able to save in Word format).
- Anti-virus software.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Understand the ways in which business and non-profits use social media to engage customers.
2. Understand the foundational vocabulary and terminology of social media and social media analytics as well as the technologies involved in order to effectively communicate tactics, strategies and decisions related to social media.
3. Comprehend the changes to processes in a new economy that features interactive technology that allows for engaging customers in dramatically different ways from the past.
4. Appreciate the strategic implications, including risks and ethical implications, of social media highlighting its “real time” aspect along with the speed and highly reproducible nature of such communication.
5. Critically evaluate a wide variety of commonly used social media and digital tools in order to assess their effectiveness as well as potential risks, limitations, and short-comings.
6. Analyze social media’s usefulness for business as a vehicle for facilitating customer communication and interactions.

Academic Year: 2018-2019

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BUS 220

Business Ethics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

Course Topics:

- Organizational perspective of business ethics

Social responsibility

- Individual moral philosophies versus corporate culture
- Stakeholders' role in business ethics
- Basic values of honesty, fairness, and integrity
- Common internal corporate ethical issues
- Benefits/limitations of an ethics audit
- Legislation concerning ethics in business
- Ethics compliance programs
- Global ethical issues

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Online component access code (see instructor for details)

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain concepts of business ethics from an organizational perspective.

2. Analyze common internal corporate ethical issues.
3. Describe various legislation concerning ethics in business.
4. Articulate stakeholders' roles in a company's ethics.
5. Analyze the voluntary and mandated boundaries of ethical conduct.
6. Outline the process for developing an ethics compliance program.
7. Examine various global ethical issues.

Academic Year: 2018-2019

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BUS 268

Special Projects in Business

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes research, reporting, and special activities for successful employment in the business world.

Course Topics:

- Planning, organizing, leading, and controlling skills
- Target market
- Business plans
- Financing a start-up
- Ownership
- Owner's responsibilities of a start-up
- Pricing
- Promotions and marketing
- Financial and budgeting reports
- Hiring employees
- Legal and tax issues

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate basic planning, organizing, leading, and controlling skills.
2. Demonstrate a knowledge of human resource skills.
3. Contrast legal and ethical issues.
4. Summarize tax and licenses needed for a start-up.
5. Apply routine accounting applications.
6. Apply basic financial planning and budgeting skills.
7. Create a business plan.

Academic Year: 2018-2019

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BUS 275

Business Internship

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes practical experiences in an approved business setting in conjunction with regular class meetings. The class sessions will be devoted to discussing topics that will enhance the student's employability skills. It is designed to familiarize future entrepreneurs with basics needed to start and operate a business.

Course Topics:

- Social Media, web design
- Financing, banker
- Business Plan Presentation with a banker
- SCC Incubator
- Chamber of Commerce
- Small Business Ownership (challenges/opportunities/networking)
- Insurance for a small business
- Real Estate (sources/rent vs. buy)
- Employee Benefits for small business employees
- Franchising

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Differentiate between Social Media and Web Design.
2. Distinguish the financing, insurance, real estate management processes.
3. Summarize the options available with the SCC Incubator and the Chamber of Commerce.
4. Evaluate the option of Franchising.
5. Evaluate important employee benefits for a small business.
6. Assess the opportunities presented with small business entrepreneurship.

Academic Year: 2018-2019

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CGC 101

Introduction to Graphic Techniques

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.

Course Topics:

- Industry occupations and responsibilities
- Measuring in inches and points
- Typography
- Design principles
- Color theory
- Design process
- Basic layout skills

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 USB jump drive

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the roles, processes, occupations, responsibilities, and safety in the printing industry.
2. Produce a digital mechanical to include measurements and typography.
3. Describe the basic components, principles, and laws of art and copy preparation.
4. Construct digital mechanicals for one-color, spot-color, and process color print jobs.
5. Demonstrate how to preflight and output digital files necessary for graphic reproduction.
6. Identify basic pre-press equipment, tools and supplies.

Academic Year: 2018-2019

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CGC 110

Electronic Publishing

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take ENG 032, MAT 032, and RDG 100.

Co-requisite:

Course Description:

This is an introductory course to the fundamentals of electronic publishing.

Course Topics:

- Type composition
- Type measurement in inches and points
- Design principles
- Color theory
- Electronic desktop publishing using Adobe InDesign
- Layout production

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 USB jump drive

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the basic principles and methods of type composition.
2. Compose text copy.

3. Produce a digital mechanical to include measurements and typography.
4. Describe the basic components, principles, and laws of digital copy preparation.
5. Construct one-color, spot-color, and process color print jobs.
6. Construct graphic design layouts using Adobe InDesign layout software.

Academic Year: 2018-2019

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CGC 115

Digital Photography

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include: information on types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.

Course Topics:

- Camera comparisons
- Image composition
- Correct exposure
- Image organization
- File formats
- Image adjustments
- Shooting modes
- Theme shooting

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 USB jump drive
- Access to course's D2L online component.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Differentiate types of digital cameras.
2. Evaluate camera manuals and memory cards.
3. Practice composition techniques.
4. Manipulate storage media and images.
5. Identify customized camera settings.
6. Recognize exposure issues and file formats.
7. Output digital images to various printing sources.
8. Identify Adobe Photoshop software tools and applications.

Academic Year: 2018-2019

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CHM 100

Introductory Chemistry

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of “C” is required in order to receive credit in this course. (Non-Degree Credit)

Course Topics:

- The chemical world
- Measurement and problem solving
- Matter, energy, atoms, and elements
- Molecules, compounds, and chemical reactions
- Chemical composition and quantity
- Electrons in atoms and the periodic table
- Chemical bonding
- Gases, liquids, solids, and intermolecular forces
- Solutions, acids and bases
- Organic Chemistry

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Homework folder
- Safety glasses (OSHA approved)
- Scientific calculator
- A lab jacket may be useful.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the use of science and technology.
2. Illustrate the mathematical aspects of chemistry.
3. Describe and explain the modern atomic theory and periodic table.
4. Describe the electronic structure of and the bonding between atoms.
5. Differentiate between the types of chemical reactions and intermolecular forces.
6. Differentiate between acids and bases.
7. Describe and identify organic compounds.

Academic Year: 2018-2019

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CHM 105

General, Organic and Biochemistry

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

Course Topics:

- The units and numbers of measurements
- Unit conversion
- The structure of the atom
- The periodic table
- Study of structure and properties of ionic compounds
- Physical states of matter
- Properties and concentration of solutions
- Energy, rate and equilibrium studies of physical and chemical reactions
- Acids, bases and buffers
- Structure, properties and IUPAC names of organic compounds
- Structure and functions of biological molecules

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- A scientific calculator (no cell phone calculator)
- Safety goggles for the laboratory
- Solutions manual (optional).

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Successfully complete any unit conversion required in general chemistry using equalities and the mathematical truth that any number can be multiplied by one (1).
2. Utilize the periodic table to predict the relative sizes of atoms and strength of ionization energy, electron affinity and electronegativity.
3. Explain the factors affecting the rate of a chemical reaction.
4. Write the IUPAC names and draw the condensed structures of the organic families found in biological molecules.
5. Describe the structural formula and functions of biological macromolecules like carbohydrates, proteins, lipids and nucleic acids.

Academic Year: 2018-2019

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CHM 110

College Chemistry I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.

Course Topics:

- Classification of matter
- The units and numbers of measurement
- Unit conversion
- Properties of elements including atoms, electrons and nuclei
- Radioactive properties of atoms, nuclear reactions
- Naming of binary compounds and acids
- Calculate molar masses, yield and percent yield of a chemical reaction
- Study of types of reactions
- Periodicity and structure of an atom
- Study of ionic bond and main group chemistry
- Study of covalent bonds and molecular structure
- Properties and behavior of gases

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- A scientific calculator (no cell phone calculator)
- Safety goggles for the laboratory
- Solutions manual (optional) for McMurry & Fay's Chemistry
- All lecture notes will be posted on the Science Department Website.
- Any additional resources (handouts) will be provided to the Student by the Instructor.

Grading System:

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

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the significance of the representative group numbers and period numbers.
2. Utilize the periodic table to predict the trends of atomic size, ionization energy, electron affinity and electronegativity.
3. Describe the four fundamental differences between a chemical reaction and a nuclear reaction.
4. Successfully complete any unit conversion required in general chemistry using equalities and the mathematical truth that any number can be multiplied by one (1).
5. Perform stoichiometric analysis using properly balanced chemical equations.

Academic Year: 2018-2019

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CHM 111

College Chemistry II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

(For students continuing in chemistry) this course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.

Course Topics:

- Principles of Thermochemistry
- Study of enthalpy, entropy and free energy changes of physical and chemical reactions

- Solutions and their properties
- Calculations involving units of concentration and colligative properties
- Study of chemical kinetics and calculation of reaction rates
- Study of chemical equilibria and calculation of equilibrium concentrations and equilibrium constant
- Study of Le-Chatlier's principle
- Description and application of aqueous equilibria
- Principles of electrochemistry and calculation of standard reduction potentials
- Structure, properties and IUPAC names of organic compounds

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- A scientific calculator (no cell phone calculator)
- Safety goggles for the laboratory
- Solutions manual (optional) for McMurry & Fay's Chemistry
- All lecture notes will be posted on the Science Department Website.
- Any additional resources (handouts) will be provided to the Student by the Instructor.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply the Hess's law of summation to determine the enthalpy, entropy, or free energy of a chemical reaction using either bond dissociation energy table or table of standard molar energy of formation.
2. Perform calorimetry calculations using appropriate thermodynamic principle.
3. Determine the components of a rate law of a chemical reaction given the appropriate experimental data.
4. Describe the integrated rate law for a zero, first and second order reactions.
5. Apply the rate law to determine the rate constant and half-life of the reactions.
6. Write IUPAC systematic names for organic compounds.
7. Draw the condensed structures for molecules in each of the organic functional group families.

Academic Year: 2018-2019

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CHM 211

Organic Chemistry I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

Course Topics:

- Nomenclature, structures, and properties of hydrocarbons, alkyl halides, and simple oxygen functional groups.
- Drawing methods for organic molecules and organic reactions.
- Stereochemistry of geometric and stereoisomers.
- Types of organic reactions and associated mechanisms
- Apply microscale lab techniques to extraction, melting point determination, mixed melting points, isolation, crystallization, and organic reactions.
- Apply microscale lab techniques to reactivity study and multi-step organic synthesis.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Calculator
- Safety goggles for the laboratory
- Solutions manual (optional)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
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- Appeals Process
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Differentiate between acid/base theories with emphasis on application of Lewis Theory on organic chemical reactions.
2. Describe IUPAC systematic naming for hydrocarbons, alcohols, ethers, epoxides, thiols, and amines.
3. Compare and contrast the structure and physical properties of hydrocarbons, alcohols, ethers, epoxides, thiols, and amines.
4. Demonstrate the use of substitution, addition, and elimination reaction mechanisms to predict the products and their ratios for organic chemical reactions.
5. Describe the importance of isomers for organic compounds especially stereoisomers.
6. Demonstrate the effect of delocalization of electrons and resonance hybridization for unsaturated hydrocarbon reactivity.

Academic Year: 2018-2019

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CHM 212

Organic Chemistry II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.

Course Topics:

- Nomenclature, structure, and physical properties of carboxylic acids, their derivatives, amines, and aromatic compounds.
- Application and interpretation of IR, NMR, and MS spectroscopy.
- Organometallic, alpha-substitution, and carbonyl-associated reactions and their mechanisms
- Applying microscale lab techniques to chromatography, aldol condensation, and other chemical reactions.
- Applying microscale lab techniques to reactivity study and multi-step organic synthesis.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Calculator
- Safety goggles for the laboratory
- Solutions manual (optional)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Academic Misconduct
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Determine the structural components of organic molecules using spectroscopic techniques.
2. Describe names, structures, and properties of alcohols, ethers, aldehydes, and ketones.
3. Describe names, structures, and properties of carboxylic acids and carboxylic acid derivatives.
4. Summarize chemical reactions of carbonyl compounds.
5. Describe names, structures, and properties of aliphatic amines, arylamines, and phenols.

Academic Year: 2018-2019

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COL 101

College Orientation

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group academic advising and registration activities.

Course Topics:

- Academic Advising
- Campus Resources
- Career Exploration
- Time Management
- Financial Literacy
- Study Skills

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Pens
- Pencils
- Highlighters
- SCC Handbook

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

1. Interpret information to make choices about course schedules.
2. Demonstrate the use of SCC Website and electronic resources.
3. Evaluate online information for its validity using library resources or the internet.

Academic Year: 2018-2019

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COL 103

College Skills

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. This course emphasizes group and individual academic advising and registration activities.

Course Topics:

- Campus Resources
- Time Management
- Goal Setting
- Emotional Intelligence
- Academic Advising
- Critical Thinking
- Writing Skills
- Reading Skills
- Study Skills
- Note-Taking Skills
- Test-Taking Strategies
- Information Literacy
- Diversity
- Learning Styles

- Career Exploration
- Public Speaking
- Financial Literacy

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Paper
- Pens
- Highlighters

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Construct an e-mail with a college e-mail account using proper grammar.
2. Analyze information to make choices about course schedules.
3. Evaluate online information for its validity using library resources or the internet.
4. Complete a project on career choice using career research assignments from the course.
5. Identify SCC campus resources using SCC Website.

Academic Year: 2018-2019

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CPT 101

Introduction to Computers

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

Course Topics:

- The history of the PC
- Differences among laptop, tablet, desktop, and server computers
- General categories of software programs and applications
- How operating system software interacts with applications and hardware
- Digital security risks and cybercriminals
- Types of Internet and network attacks (malware, botnets and denial of service attacks)
- Preventing unauthorized computer access and use
- Network Basics
- Getting started and working with Windows 8
- File Management
- Cloud Computing and File Sharing
- Word, Excel, Access, PowerPoint, OneNote
- Using Email in a professional setting

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate knowledge of basic computer concepts.
2. Demonstrate basic features and uses of the Windows operating system.
3. Create common business documents utilizing current Microsoft Office applications.
4. Create and communicate information utilizing electronic collaboration tools.
5. Evaluate and apply current technology to protect digital information.

Academic Year: 2018-2019

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CPT 118

Professional Practices in Information Technology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the interpersonal and technical skills required of entry-level IT professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.

Course Topics:

- Leadership and Team Building
- Research Job Careers
- Create a cover letter and resume
- Participate in a Mock Interview

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Johnson, Spencer. Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life. Putnam Publishing Group, New York, NY, 1998.

ISBN: 9780399144462

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Develop leadership skills through teamwork.
2. Identify Careers in Information Technology.
3. Describe the tools necessary for an IT Career.
4. Give examples of professionalism.
5. Practice interview skills in a mock-interview scenario.

Academic Year: 2018-2019

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CPT 168

Programming Logic and Design

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

Course Topics:

- Using Flowchart techniques to learn logic
- Learning how to design a program
- Step by step programming techniques
- Design and developing simple programs
- Design and developing complex programs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe computer programming and logic.
2. Develop a flowchart and pseudocode for a simple program.
3. Design and create complex program with calculations.
4. Design and develop a program to apply decision making with multiple conditions.
5. Design and develop a program using string manipulation.
6. Develop a program using sequential files.

Academic Year: 2018-2019

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CPT 178

Software Applications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CPT 185

Event-Driven Programming

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the student to development of professional-looking, special purpose Windows applications using the graphical user interface of Windows.

Course Topics:

- Syntax of the programming language
- Designing a form
- Coding a form to be functional
- Design and developing simple programs
- Design and developing complex programs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use Microsoft Visual Studio .NET for C# programming.
2. Declare variables using C# Syntax.
3. Create a C# project using decision making and Message boxes.
4. Validate end-user data entry.
5. Create a C# program with Menus and related functions.
6. Create a C# program with loops and arrays.
7. Design and develop programs to use files and databases.

Academic Year: 2018-2019

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CPT 188

Mobile App Development

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of mobile app development. Students will learn to develop and test applications designed for mobile devices such as tablet computers and/or smartphones. Topics include building views, program code development, and application testing on a device simulator.

Course Topics:

- Learning how to work with Mac computers, iPad, on iOS
- Learning how to design a program
- Understanding the concept of the Objective-C language
- Designing and developing simple Apps
- Designing and developing complex Apps

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate a practical knowledge of MAC, iPhone, IPad, and iOS.
2. Design and develop a simple App using only the Navigation Controllers and Tabs.
3. Declare variables and user language commands.
4. Design and develop simple Apps.
5. Design and develop complex Apps.

Academic Year: 2018-2019

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CPT 202

SQL Programming I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the writing of basic Structured Query Language (SQL) used in creating tables, inserting data, retrieving data, and manipulating data from database.

Course Topics:

- Learning how to work with SQL-Server
- Building a Database and Creating Tables
- Writing simple and advanced queries
- Creating Advanced Queries and Enhancing Table Design

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)
- Skills Assessment Manager Office 2013 (SAM 2013) – Assessment, Projects, and Training Microsoft
- Office 2013 and Microsoft Office 2013 Professional Edition (Word, Excel, Access, PowerPoint).

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Illustrate components of SQL-Server.
2. Design and create databases and tables using queries.
3. Write SQL Statements.
4. Create simple and complex SELECT statements.
5. Use AGGREGATE functions in a query.
6. Design and create reports.
7. Create Stored Procedures and Triggers.

Academic Year: 2018-2019

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CPT 206

Advanced Event-Driven Programming

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of advanced techniques for programming with an event-driven language.

Course Topics:

- MS. Visual Studio (.NET) structure
- Design a form
- Coding the form to be functional

- Designing and developing simple programs
- Designing and developing complex programs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Develop a program to do simple calculations.
2. Develop a program using ifs and nested if conditions.
3. Develop a program using loops.
4. Develop a program using arrays.
5. Develop a web-based application.
6. Develop a program using databases.

Academic Year: 2018-2019

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CPT 208

Special Topics in Computer Technology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course focuses on changes in computer technology.

Course Topics:

- Preparation for A+ Certification Exam

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook for exam preparation study note
- A+ Exam study materials

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Define and compare Windows operating systems.
2. Install and maintain Windows operating systems.
3. Configure, implement and operate a network.
4. Identify and define computer hardware components.
5. Resolve computer hardware and operating system issues.

Academic Year: 2018-2019

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CPT 209

Computer Systems Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.

Course Topics:

- Exploring various components of a computer system
- Building a personal computer system, configuring and upgrading hardware/software as needed
- Maintaining a personal computer system
- Installing and configure an operating system
- Using Windows troubleshooting tools
- Similarities/differences in the Android vs. Apple
- Participation in PCRx events to enhance customer service skills

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and compare operating systems.
2. Install and maintain Windows operating systems.
3. Set up a simple LAN able to share resources on a network.
4. Differentiate operating systems used on mobile devices.
5. Research and document computer components.
6. Build a personal computer system.

Academic Year: 2018-2019

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CPT 236

Introduction to Java Programming

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to java programming. Topics will cover java syntax and classes for use in the development of java applications and applets.

Course Topics:

- Learn how to work with the Java platform
- Learn the syntax of the Java programming language
- Learning how to design a form
- Learning how to code the form to be functional
- Design and develop simple programs
- Design and develop complex programs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the use of basic Java syntax.
2. Create Java objects, methods, and classes.
3. Incorporate input operations, output operations, selection, repetition, arrays, and strings into basic Java programs.

4. Create Java applets, multithreads, and animation.
5. Develop programs to access user files and databases.

Academic Year: 2018-2019

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CPT 242

Database

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take CPT 101.

Co-requisite:

Course Description:

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base.

Course Topics:

- Creating a Database
- Building a Database and Defining Tables
- Maintaining and Querying a Database
- Creating Forms and Reports
- Creating Advanced Queries and Enhancing Table Design
- Using Form Tools and Creating Custom Forms
- Creating Custom Reports
- Sharing, Integrating and Analyzing Data

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Design and create a database
2. Design and create tables
3. Design and create queries
4. Design and create forms
5. Design and create reports
6. Explain the role of the database management system (DBMS) in a database integrity.

Academic Year: 2018-2019

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CPT 244

Data Structures

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take CPT 242.

Co-requisite:

Course Description:

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.

Course Topics:

- Crystal Reports
- Using Action
- Using Macros

- Using and Writing Visual Basic codes in the Database
- Database Security and Split
- Database Normalizations and Relationships

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Withdrawal Policy

Student Learning Outcomes:

1. Use Crystal Reports program to create custom reports.
2. Use action queries and advanced table relationships.
3. Automate database tasks with Macros.
4. Write application codes in the database using Visual Basic.
5. Manage and secure the database.
6. Demonstrate competency in relational database and database design (normalization).
7. Design and create tables in a blank database.

Academic Year: 2018-2019

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CPT 264

Systems and Procedures

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the techniques of system analysis, design, development and implementation.

Course Topics:

- Systems Analysis and Design
- Systems Development Life Cycle (SDLC)
- Designing an application system
- Economic feasibility and breakeven analysis
- Designing an application system

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Appeals Process
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- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the system development environment and Systems Development Life Cycle.
2. Identify ways to manage the information systems projects.
3. Define system planning and selection.
4. Determine all the system requirements.
5. Describe structuring system requirements: Process modeling.
6. Describe structuring system requirements: Conceptual Data modeling (CDM).
7. Summarize selecting the best alternative design strategy.
8. Describe designing the human interface.
9. Describe systems implementation and operation.

Academic Year: 2018-2019

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CPT 275

Computer Technology Senior Project

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the design, development, testing, and implementation of an instructor approved project.

Course Topics:

- Web-Based Application
- None-web-Based Application
- Incorporate the Systems and Procedures steps to design an Application System
- Develop the Application System
- Databases using SQL or ACCESS database
- End-User Communications
- Complete project Presentation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB Flash Drive (min. capacity 8 Gb.)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Design and Develop a complete Web-Based Application
2. Design and Develop a complete None-web-Based Application
3. Apply all the steps used in the Systems and Procedures to Design the Application System
4. Apply all the steps in the programming to Develop the Application System
5. Design and Develop the related Database using SQL or ACCESS database
6. Communicate with the End-User in a Professional manner
7. Present the project upon completion

Academic Year: 2018-2019

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CPT 282

Information Systems Security

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of system protection, including physical security, hardware, software and communications security. Addresses technical, legal and ethical issues.

Course Topics:

- The challenges of securing information.
- Information security and basic cryptography.
- Ways to protect information
- Various security threats

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Withdrawal Policy

Student Learning Outcomes:

1. Define security threats.
2. Give examples of challenges encountered when securing information.
3. Examine ways to protect information.
4. Explain types of network vulnerabilities.
5. List types of organizational security policies.

Academic Year: 2018-2019

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CRJ 101

Introduction to Criminal Justice

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

Course Topics:

- Crime and Criminal Justice
- The Nature of Crime and Victimization
- Criminal Law: Substance and Procedure
- Police in Society: History and Organization
- The Police: Role and Function
- Issues in Policing: Professional, Social, Legal
- Courts, Prosecution, and the Defense
- Pretrial and Trial Procedures
- Punishment and Sentencing
- Community Sentences: Probation, Intermediate Sanctions, and Restorative Justice
- Corrections: History, Institutions, and Populations
- Prison Life: Living in and Leaving Prison
- Juvenile Justice in the Twenty First Century
- Crime and Justice in the New Millennium

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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Student Learning Outcomes:

1. Describe the history of the criminal justice system.
2. List and explain the basic roles of the court system.
3. Describe the role of corrections and alternative sanctions.

Academic Year: 2018-2019

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CUL 101

Principles of Food Production I

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on

the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
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- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CUL 102

Principles of Food Production II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CUL 103

Nutrition

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.

Course Topics:

- USDA My Pyramid principles and food groups.
- The nutrient contributions of each food group.
- Nine areas where dietary guidelines make recommendations.
- Developing and evaluating recipes and menus using dietary guideline recommendations, food guides and food labels.
- Characteristics, functions and best sources of each of the major nutrients.
- Primary characteristics, functions and sources of vitamins, water and minerals.
- Process of human digestions.
- Determining energy needs based upon basal metabolic rate and exercise expenditure.
- Cooking techniques, storage principles and portion sizes for maximum retention of nutrients and effective weight management.
- Exchange groups.
- Common food allergies and determine appropriate substitutions. (i.e. Gluten, sugar lactose free)
- Contemporary nutritional issues (i.e. vegetarianism, heart, healthy menus and religious dietary laws).
- Emerging technologies (computerization) for nutrient analysis (i.e. Internet, recipe analysis software).
- Marketing of healthy menu options.
- Weight management and exercise and nutrition over the life cycle.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CUL 104

Introduction to Culinary Arts

Hours: Class 0, Lab 9, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.

Course Topics:

- Hospitality and the philosophy of the hospitality industry
- Growth and development of the hospitality and tourism industry
- Various cuisines and contributions of leading culinarians
- Professional organizations within the field
- Organization, structure and functional areas in various hospitality organizations
- Roles of the FDA, USDA, OSHA, State Fire Marshal, and DHEC
- Career opportunities through participation in field trips and guest speakers in class
- Industry trends as they relate to career opportunities and the future of the industry
- Industry trade periodicals
- Professional ethics practiced in the industry
- Career paths within the food service industry and steps to pursue them

Process of management through effective communication skills

- Leadership styles and when each is most appropriate
- Supervisor's role in decision-making, problem solving and delegation of duties
- Role of job descriptions and specifications
- Mock interviews, resumes, job applications and cover letters
- Training methods
- Necessity of change and ways of implementing change with the least employee resistance
- Methods of conflict resolution and grievance procedures (union/non-union)
- Motivational techniques/problems.
- Procedures for attitudinal changes
- Dealing with stress in the workplace
- Time management and other organizational management techniques
- Material Safety Data Sheets (MSDS) and requirements in handling hazardous materials.
- Right-to-know laws
- Common causes of typical accidents and injuries in the foodservice industry
- Outlining a safety management program
- Appropriate emergency policies for kitchen and dining room injuries
- Appropriate types and use of fire extinguishers used in the foodservice area
- Laws and rules of the regulatory agencies governing sanitation and safety in foodservice operations
- Utensils, pots and pans,
- Safe practices using stoves, mixers, ovens, etc.
- Basic cooking methods
- Preparing meat, seafood, poultry, and variety meats to the proper doneness
- Evaluating the quality of prepared meats, seafood, poultry, and variety meats
- Preparing a variety of fruits, vegetables, starches, legumes and grains using the basic cooking methods

Textbooks:

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

1. Outline the specific job opportunities within the food service industry.
2. Define various kitchen positions in retail and institutional facilities.
3. Describe common career progression.
4. Identify supportive and connected industries, and potential related career paths (i.e. food broker or DHEC inspector).
5. List a variety of related professional organizations.
6. Outline the pertinent regulatory agencies and their roles.
7. Compile an updated resume.

Academic Year: 2018-2019

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CUL 115

Quantity Food Preparation

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of cooking methods and food cost controls for food items prepared in large quantities. Planning and production of meals are included in this course.

Course Topics:

- Sanitation rules set forth in DHEC guidelines
- Planning a variety of menus for differing styles of buffets
- Food placement for flow of service
- Costing out buffets for cost per person
- Prep work for prior to buffets
- Different styles of buffets and their correct use
- Flow of food through the prep and service to maintain correct and safe temperatures
- Flow of service between the front and back of the house
- Different ethnic ingredients, methods of cooking and equipment.
- Different ethnic cultures and its effect on the cuisine.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Develop a menu for a buffet.
2. Cost out a buffet menu including a price per person.
3. Run the flow of service between front and back of house during buffet.
4. Produce foods for a buffet from different cultures.

Academic Year: 2018-2019

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CUL 129

Storeroom and Purchasing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.

Course Topics:

- Recipe yield conversions
- Calculate food costs and percentages to determine selling prices
- Perform the process of recipe costing
- Determine selling price of menu items
- List basic menu planning principles
- Apply principles of nutrition to menu development
- Discuss menu Planning resource (Internet, Professional and Vendors)
- Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits and vegetables
- Valuate received goods to determine conformity with user specifications
- Receive and store fresh, frozen, refrigerated and staple goods. Describe the importance of receiving and inspecting product as it enters the facility
- Conduct yield and quality tests on items such as canned, fresh, frozen and prepared products
- Explain the procedures for rotation of stock and for costing and evaluating, including FIFO and LIFO
- Define and describe par stock
- Describe proper procedures of issuing product according to requisition
- Describe current computerized systems for purchasing and inventory control

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Add/Drop period
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- Class Attendance

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CUL 135

Introduction to Dining Room Service

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service.

Course Topics:

- General rules of table settings and service.
- American, English, French and Russian Service.
- Service methods such as banquets, buffets and catering and a la carte.
- Functions of dining service personnel.
- Training procedures for dining room staff.
- Procedures for processing guest checks.
- Guest service and customer relations, including handling of difficult situations and accommodations for the disabled.
- Inter-relationships and work flow between dining room and kitchen operations.
- Sales techniques for service personnel including menu knowledge and suggestive selling.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Set and serve a table using different cultural techniques.
2. Describe the different functions and training of all service personnel.
3. Set up a dining room to facilitate a natural flow and communication between the front and back of the house.
4. Practice different styles of sales techniques.

Academic Year: 2018-2019

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CUL 145

Dining Room Operations

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.

Course Topics:

- Demonstrate the general rules of table settings and service for different cuisines.
- Demonstrate table side cooking techniques.
- Discuss procedures for processing guest checks, maintaining a server bank and checking out procedures for the end of a shift
- Practice managerial skills needed for the front of the house.
- Demonstrate inter-relationships and work flow between dining room and kitchen operations by serving and assisting the A La Carte class with service.
- Demonstrate sales techniques for service personnel including menu knowledge and suggestive selling.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Set and serve a table using different cultural techniques.
2. Maintain a server bank and execute proper check out procedures.

3. Prepare and execute table side cooking.
4. Manage front of the house staff and flow from front of the house with back of the house during service.
5. Execute different styles of sales techniques.

Academic Year: 2018-2019

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CUL 154

Safety and Sanitation

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of local, state and national regulations governing sanitary food handling practices.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site

www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CUL 155

Sanitation

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of local, state, and national regulations governing sanitary food handling practices.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CUL 178

Farm to Plate

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

Academic Year: 2018-2019

Copyright Spartanburg Community College.

CUL 216

International Cuisine

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

1. Develop a menu for a buffet.
2. Cost out a buffet menu including a price per person.
3. Run the flow of service between front and back of house during buffet.
4. Produce foods for a buffet from different cultures.

Academic Year: 2018-2019

Copyright Spartanburg Community College.

CUL 220

Introduction to Garde Manger

Hours: Class 1, Lab 6, Credits

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

Academic Year: 2018-2019

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CUL 235

Menu Planning

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques.

Course Topics:

- Evaluate the relationship of beverages to food
- Calculate food costs and percentages to determine selling prices
- Perform the process of recipe costing
- Calculate food costs and percentages to determine selling prices
- Perform the process of recipe costing
- Determine selling price of menu items
- List basic menu planning principles

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the characteristics of an effective marketing plan.
2. Identify demographic factors used to define the target market.
3. Explain the differences between commercial and non-commercial foodservice operations.
4. Identify the key components in a business plan.
5. Explain the differences between sales promotions publicity and public relations in the marketing effort.

Academic Year: 2018-2019

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CUL 236

Restaurant Capstone

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course will include capstone competencies for culinary arts students. Students will manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis and expedite food from the kitchen to the dining room.

Course Topics:

- Opportunity to develop an individual menu
- Develop a restaurant theme based on the individual menu
- Use a POS System in an A La Carte Setting
- Develop and execute an a la carte menu in a restaurant setting bi-weekly for up to 50 people

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
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- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Develop food specials for a food production line.
2. Cost out a menu.
3. Take an inventory.
4. Conduct a Menu Analysis.

Academic Year: 2018-2019

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CUL 299

Special Topics in Culinary Studies

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course will focus on a special topic in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.

Course Topics:

- Construct a wedding cake
- Produce decorative centerpieces
- Define and describe a variety of cheese categories
- Use cheese as an ingredient in a recipe
- Taste various cheeses and evaluate their quality
- Use chocolate to produce candy
- Temper chocolate
- Perform mock interviews: prepare resumes, job applications and cover letters

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Construct a wedding cake.
2. Describe the methods for tempering chocolate.
3. Describe the flow of a meat processing plant.
4. Develop an understanding of the flow from farm to table.

Academic Year: 2018-2019

Copyright Spartanburg Community College.

CWE 114

Cooperative Work Experience I

Hours: Class 0, Lab 20, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform basic diagnosis on light truck rear anti-lock brake systems.
2. Perform four (4) wheel anti-lock brake system diagnosis and repair.
3. Perform basic diagnosis, adjustments, and repair of standard hydraulic brake systems.
4. Use automotive electrical measuring devices.
5. Test the operation of the components used in automotive electrical systems.
6. Use service literature to assist in testing and diagnosis.
7. Demonstrate safe work habits.
8. Demonstrate appropriate tool selection and usage.
9. Employ basic maintenance, vehicle pre-delivery, and service techniques

Academic Year: 2018-2019

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CWE 123

Cooperative Work Experience II

Hours: Class 0, Lab 15, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

- The role of an administrative professional
- Office politics and interpersonal skills

- Self-assessment of professional goals
- Confidence in the workplace and personal abilities
- Gaining experience in administrative responsibilities

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform general office duties independently as assigned by the preceptor/supervisor with minimal supervision.
2. Interpret policies and procedures.
3. Speak clearly and articulately using proper grammar and vocabulary.
4. Project a professional image in accordance with the assigned work environment.
5. Complete a 240 hour cooperative work experience in an approved administrative role.

Academic Year: 2018-2019

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CWE 124

Cooperative Work Experience II

Hours: Class 0, Lab 20, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Proper diagnosis of air refrigeration systems.
2. Demonstrate proper equipment usage to discharge, recycle, and recharge of refrigerant.
3. Properly connect test equipment and evaluate the readings.
4. Properly diagnose and repair suspension concerns.
5. Properly diagnosis and repair manual/power steering concerns.
6. Perform wheel alignment procedures.
7. Interpret alignment angles given while using alignment equipment.
8. Properly diagnose and repair electronic steering systems.
9. Properly diagnose and repair electronic suspension system.

Academic Year: 2018-2019

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CWE 131

Cooperative Work Experience III

Hours: Class 0, Lab 5, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

- The role of an administrative professional
- Office politics and interpersonal skills
- Self-assessment of professional goals
- Confidence in the workplace and personal abilities
- Gaining experience in administrative responsibilities.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform general office duties independently as assigned by the preceptor/supervisor with minimal supervision.
2. Interpret policies and procedures.
3. Speak clearly and articulately using proper grammar and vocabulary.
4. Project a professional image in accordance with the assigned work environment.
5. Complete an 80-hour cooperative work experience in an approved administrative role.

Academic Year: 2018-2019

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CWE 132

Cooperative Work Experience III

Hours: Class 0, Lab 10, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Retrieve data from test equipment and diagnose faults.
2. Discover the major systems related to engine performance.
3. Perform drive/half shaft and universal joint service.
4. Perform four-wheel drive service and adjustments
5. Perform Rear Axle Repairs.

Academic Year: 2018-2019

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CWE 134

Cooperative Work Experience III

Hours: Class 0, Lab 20, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site

www.sccsc.edu/bookstore

Required Materials:

Grading System:

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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CWE 214

Cooperative Work Experience IV

Hours: Class 0, Lab 20, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the proper procedure for internal combustion engine removal and installation.
2. Perform internal engine repairs.
3. Utilize compression testers and cylinder leakage tester to properly diagnose engine concerns.
4. Diagnose and repair cooling system concerns.
5. Solve the cause of component failure.

Academic Year: 2018-2019

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CWE 224

Cooperative Work Experience V

Hours: Class 0, Lab 20, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform test equipment setup, hookup, and test procedures for measuring solid state components.
2. Diagnose and repair faulty components using the symptom to system, system to component, component to cause diagnostic procedures.
3. Perform test equipment setup, hookup, and test procedures for OBDII computer system.
4. Diagnose and repair subsystem failures (hard fault), intermittent failure (continuous), and out of range failures.
5. Solve the cause of component failure.

Academic Year: 2018-2019

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CWE 232

Cooperative Work Experience Vi

Hours: Class 0, Lab 10, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 -59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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DAT 110

Dental Terminology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.

Course Topics:

- Formation of Teeth
- Dental Professionals and Facility Setups
- Infection Control
- Emergency Care
- Prevention and Examination
- Pharmacology and Pain Management
- Tooth Restorations
- Cosmetic Dentistry

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software.

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize terms used in a dental practice, associating the need of breaking down each term into separate parts for combining into difficult words.
2. List and locate terms related to the anatomy and oral structures.
3. Associate terms related to the formation of teeth.
4. Define words related to dental professionals and facility setups.
5. List and describe use of terms related to infection control.
6. Recognize terms related to emergency care.
7. Restate terms related to prevention and examination.
8. List and explain terms related to pharmacology and pain management.
9. Describe term related to tooth restorations.
10. Associate terms related to cosmetic dentistry.

Academic Year: 2018-2019

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DAT 113

Dental Materials

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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DAT 115

Ethics & Professionalism

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

Course Topics:

- Historical Events in Dentistry

The Professional Assistant

- Dental Health Care Team Members
- Ethical Aspects of Dentistry
- Dentistry and the Law
- South Carolina Dental Practice Act

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify historical events in dentistry.
2. Identify the role of the professional dental assistant.
3. Identify the roles, responsibilities, and the education requirement of the dental health care team members.
4. Discuss the ethical aspects of dentistry.
5. Discuss dentistry and the law.

6. Explain the provisions in the South Carolina Dental Practice Act referring to the dental assistant and utilization.

Academic Year: 2018-2019

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DAT 118

Dental Morphology

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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DAT 121

Dental Health Education

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

Course Topics:

- Nutrition
- Ergonomics
- Dental Caries
- Periodontal Disease
- Preventive Dentistry

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the importance Nutrition and its relationship to dental health and oral conditions in dentistry.
2. Describe and demonstrate the importance of ergonomics and the goal of the dental health team.
3. Recognize dental caries.
4. Recognize periodontal disease.
5. Discuss preventive dentistry.

Academic Year: 2018-2019

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DAT 122

Dental Office Management

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the business aspect of a dental office.

Course Topics:

- Communication in the Dental Office
- Business Operating Systems
- Financial Management in the Dental Office

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate professional communication skills with patients (verbal and nonverbal).
2. Discuss and identify types of written communications that originate from a dental practice.
3. Demonstrate and describe business operating systems used within a dental office.
4. Discuss the role of the assistant in making financial arrangements and when such arrangements should be made.
5. Describe the function of computerized practice management systems and manual bookkeeping systems.
6. Describe account procedures.
7. Identify banking responsibilities associated with a dental practice.

Academic Year: 2018-2019

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DAT 123

Oral Medicine/Oral Biology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Course Topics:

- Compromised Patient
- Drugs Commonly Used in Dentistry
- Medical Emergency
- Vital Signs Principles
- Pain Control and Anesthetic Techniques
- Diseases of the Teeth, Dental Pulp, and Oral Tissues

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the medically and physically compromised patient.
2. Use pharmacology references.
3. Describe drugs commonly used in dentistry.
4. Identify major medical conditions that can affect patient treatment and how to assist during a medical emergency.
5. Define and recognize vital signs principles.
6. Identify pain control and anesthetic techniques in dentistry.
7. Identify possible diseases of the teeth, dental pulp, oral tissues, and their effects on dental health.

Academic Year: 2018-2019

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DAT 124

Expanded Functions/Specialties

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course offers practice in performing the expanded clinical procedures designated by the South Carolina state board of dentistry for dental assistants.

Course Topics:

- Fixed Prosthodontics
- Provisional Coverage
- Dental Implants
- Periodontics
- Oral Maxiofacial Surgery
- Removable Prosthodontics
- Pediatric Dentistry
- Endodontics
- Orthodontics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Student Handbook
- Safety Glasses
- Lab Coat
- Clinical Uniform

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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DAT 127

Dental Radiography

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure

factors, interpretation of radiographs and radiation hygiene.

Course Topics:

- Radiographic equipment and Radiologic safety
- Processing of Dental Radiographs
- Radiographic Infection Control Measures
- Intraoral Radiographic Techniques
- Extraoral Radiographic Techniques
- Digital Radiographic Techniques

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- X-ray badge, X-ray film
- PPE
- 1 inch binder notebook

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the foundation of radiography, radiographic equipment and radiologic safety.
2. Explain the purpose and role of dental film.
3. Interpret processed dental film.
4. Process dental film and dental radiographs.
5. Define legal issues and quality assurance as they relate to dental radiography.
6. Apply radiographic infection control measures.
7. Define intraoral, extraoral, and digital radiography.
8. Demonstrate intraoral, extraoral, and digital radiographic techniques.

Academic Year: 2018-2019

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DAT 154

Clinical Procedures I

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

Course Topics:

- Delivering of Dental Care
- Dental Hand Instruments and Dental Handpieces and Accessories
- Patient Record
- Charting
- Principles of Microbiology
- Infection Control in the Dental Office
- Instrument Processing and Sterilization
- Moisture Control

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clinical uniform
- Lab jackets
- Safety glasses/shield

Utility gloves

- Notebook (3 ring binder, 1 inch)

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the dental office and the delivering of dental care.
2. Demonstrate preparation skills for patient care using dental hand instruments, handpieces and accessories.
3. Demonstrate competency in documenting and interpreting the patient record.
4. Demonstrate skills in charting.
5. demonstrate competency of the facts and principles of microbiology.
6. Discuss disease transmission and infection control in the dental office.
7. Demonstrate principles and techniques of disinfection and instrument processing and sterilization in a dental office.
8. Discuss moisture control.

Academic Year: 2018-2019

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DAT 160

Expanded Duties/Specialties

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Take [\[\[permalink=214|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#), [\[\[permalink=215|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#), [\[\[permalink=216|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#), and [\[\[permalink=217|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course provides practical experience in performing the expanded duties designated by the SC Board of Dentistry for Expanded Duty Dental Assistants. In addition, course covers an overview of dental specialties.

Course Topics:

- Administrative Office Duties
- Clinical Office Duties
- Clinical Laboratory duties
- Legal Concepts
- Patient Instructions
- Operational Functions
- Moisture Control

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform administrative office duties.
2. Perform clinical office duties.
3. Perform clinical laboratory duties.
4. Apply legal concepts.
5. Discuss patient instructions and SC Expanded Duty Dental procedures.
6. Discuss operation functions.
7. Discuss moisture control.

Academic Year: 2018-2019

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DAT 164

Clinical Procedure II

Hours: Class 0, Lab 12, Credits 4

Pre-requisite:

Take AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154.

Co-requisite:

Course Description:

This course introduces the instruments and chairside procedures of the dental specialties.

Course Topics:

- Chairside Assisting
- Dental Laboratory Procedures
- Sterilization Equipment
- Polishing Restorations and Supragingival Tooth Structure
- Coronal Polishing and Fluoride
- Dental Sealants
- Dental Assisting National Board Certification Exam

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One-inch three ring notebook
- Safety glasses
- Clinical uniform
- Disposable lab jacket

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Develop skills in chairside assisting and maintaining the operatory.
2. Develop skills in selected dental laboratory procedures.
3. Demonstrate proper sterilization techniques and maintenance of sterilization equipment.
4. Develop skills in polishing restorations and supragingival tooth structure.
5. Describe the purpose for coronal polishing perform and discuss fluoride.
6. Describe the purpose of dental sealants.
7. Prepare to take the Dental Assisting National Board Certification Exam.

Academic Year: 2018-2019

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DAT 177

Dental Office Experience

Hours: Class 0, Lab 21, Credits 7

Pre-requisite:

Co-requisite:

Course Description:

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

Course Topics:

- Patient Management
- Chairside Assisting and Maintaining the Operatory
- Exposing, Processing, Mounting, Filing, and Storing Dental Radiographs
- Dental Laboratory Procedures
- Sterilization Techniques
- Oral Health Education
- Office Management Duties

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Handbook

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate patient management skills.
2. Demonstrate skills in chairside assisting and maintaining the operatory.
3. Demonstrate skills in exposing, processing, mounting, filing, and storing dental radiographs.
4. Demonstrate skills in selected dental laboratory procedures.
5. Demonstrate proper sterilization techniques and maintenance of sterilization equipment.
6. Participate in oral health education.
7. Participate in office management duties.

Academic Year: 2018-2019

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DHM 105

Diesel Engines I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the basic study of diesel engine design and operating principles.

Course Topics:

- Diesel Engine Design
- Diesel Engine Operating Principles
- Diesel and Biodiesel
- Diesel Engine Emissions Components
- Diesel Engine Air Induction Systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain how a diesel engine works.
2. Describe the difference between direct and indirect injection in diesel engines.
3. Identify the parts found in a typical diesel engine.
4. Compare and contrast the advantages and disadvantages of a diesel engine.
5. Explain the need for and how the glow plug system works.
6. Research the need for emission control systems as they relate to diesel engines.

Academic Year: 2018-2019

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ECD 101

Introduction to Early Childhood

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

Course Topics:

- The Early Childhood Professional
- Safety
- Physical Development
- Cognitive Development
- Language Development
- Emergent Literacy
- Social and Emotional Development
- Foundation of Guidance
- Guiding Children
- Diversity
- The Learning Environment
- Curriculum
- Children with Differing Needs
- The Family

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 3 Ring Binder, Tab Dividers, Miscellaneous supplies for lesson plans.

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Coordinate space, time, and materials to plan developmentally appropriate experiences that encourage children's play, exploration, safe practices, and learning. (NAEYC 1a, 1c)
2. Demonstrate an understanding of the principles of child growth and development to serve as a foundation for working effectively with young children. (NAEYC 1a)
3. Identify a healthy environment, good health habits, and the policies and practices needed to meet the nutritional needs of young children. (NAEYC 1a, 1c)
4. Demonstrate knowledge of strategies and techniques for providing a supportive environment in which children can develop self-control and interact positively with others. (NAEYC 1c)
5. Demonstrate knowledge about strategies for establishing and maintaining positive and productive relationships with families. (NAEYC 2a)
6. Identify possible special needs, program adaptations, and community resources to assist children with diversity, differing abilities, their families, and early care and education professionals in order to provide an appropriate program for all children. (NAEYC 1b, 2a, 3c-d, 4a-b)
7. Identify the state and local standards, policies, regulations, and laws that are applicable to early care and education programs. (NAEYC 1c, 5b).

Academic Year: 2018-2019

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ECD 102

Growth & Development I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on “total” development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

Course Topics:

- Learning about Children
- Families Today
- Preparing for Parenting
- Pregnancy
- Prenatal Care
- Childbirth
- The Newborn
- Physical Development of the Infant and Toddler
- Intellectual development of the Infant and Toddler
- Social-Emotional Development of the Infant and Toddler
- Providing for the Infant and Toddler’s Developmental Needs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe typical physical, social, emotional, language, and cognitive development of a child from conception to age 2. (NAEYC 1a, 1b, 4c)
2. Identify the influence of heredity and environment on the development of the child from conception to age 2. (NAEYC 1a, 1b)
3. Observe and record information that reflects interrelationships of the physical, social emotional, language, and cognitive domains of development of a child from 4 months to age 2. (NAEYC 3a, 3b, 3c, 3d)
4. Plan age and individually appropriate activities for a child from 4 months to age 2, based on knowledge of developmental milestones. (NAEYC 1a, 1c, 4b, 4c, 4d)
5. Describe the importance of supportive adult relationships for children from birth through age 2. (NAEYC 1b, 2a, 2b, 2c)
6. Identify the South Carolina Infant/Toddler guidelines to support created lessons/activities for a child from 4 months to age 2. (NAEYC 4b, 4c, 4d)

Academic Year: 2018-2019

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ECD 105

Guidance-Classroom Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

Course Topics:

- Preparing for Positive Guidance
- Why Guidance Matters
- Historical Perspectives and Guidance Theories
- Understanding Children's Behaviors
- Valuing the Uniqueness of Each Child
- How to Observe Children
- Understanding Children with Ability Differences
- Preventing Behavior Problems

- Building Relationships through Positive Communication
- Fundamental Causes of Positive and Negative Behavior
- Effective Guidance Interventions
- Child Abuse

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe how the principles of child growth and development serve as a foundation for working effectively in guiding and shaping behaviors of young children. (NAEYC 1a, 1b)
2. Explain and determine the use of developmentally effective classroom strategies. (NAEYC 4b)
3. Determine and explain developmentally effective discipline/guidance techniques. (NAEYC 4b,4c)

4. Plan strategies and techniques for providing a supportive environment in which children develop self-control and interact positively with others. (NAEYC 4b)
5. Identify and evaluate causes of behavior when observing children in various situations. (NAEYC 1b).

Academic Year: 2018-2019

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ECD 107

Exceptional Children

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

Course Topics:

- Early Childhood Development and Intervention
- Characteristics of Developmental disabilities and at risk-conditions
- Federal legislation for children with special needs
- Screening and diagnostic instruments used with young children with developmental disabilities
- Inclusive Early Childhood Education
- Resources and Practice for Inclusive Early Childhood Education

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Categorize and give written information on the exceptionality of a child. (NAEYC 1a, 3b, 3c)
2. Select appropriate materials and activities for working with the exceptional child in early childhood programs. (NAEYC 1a, 1b, 1c, 5c)
3. Describe environmental and educational accommodations necessary for including children with special needs. (NAEYC 1c)
4. Describe the concept of inclusion and list the benefits of this instructional model. (NAEYC 1c)
5. Explain the effects of federal legislation on children with special needs and their families. (NAEYC 6b)

Academic Year: 2018-2019

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ECD 108

Family & Community Relations

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take ECD 101.

Co-requisite:

Course Description:

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

Course Topics:

- Role of parents and teachers as partners
- Elements that facilitate productive parent/teacher conferences
- Elements of effective parent education workshops
- Resources to support families
- Characteristics of family life
- External factors that cause stress on family life
- Methods teachers use to support families
- Effectively engaging families in an early childhood setting

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the role of parents and teachers as partners in the total development of the child, recognizing cultural diversity as a critical element in sensitive, responsive early childhood environments. (NAEYC 2a-2c)
2. Identify elements that facilitate productive parent/ teacher conferences or home visits, recognizing the emotional responses and protective urges of parents and developing ways to work effectively with them. (NAEYC 1b, 2c, 3c, 3d)
3. Identify elements of effective parent education workshops. (NAEYC 1b, 2a, 4a, 4c)
4. Identify resources to support families in the community. (NAEYC 2b, 2c)
5. Describe characteristics of family life and external factors causing stress on family life. (NAEYC 2a)
6. Identify methods teachers may use to convey interest, information, and support to families. (NAEYC 2a, 2c)
7. Create a plan to effectively engage families in an early childhood setting. (NAEYC 2a-2c, 5c, 4b)

Academic Year: 2018-2019

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ECD 109

Administration & Supervision

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take ECD 101.

Co-requisite:

Course Description:

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

Course Topics:

- The Working Director
- Assessing Community Need and Establishing a Program
- Licensing and Certification
- Handling Financial Matters
- Developing a Center Facility
- Equipping the Center
- Staffing the Center
- Supporting Quality Curriculum
- Working with Families, Volunteers, and the Community
- Evaluating Center Components
- Marketing the Program

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access to take quizzes online (if not taking them on campus)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Develop personal and professional goals. (NAEYC 6a, 6d)
2. Discuss the child care law and current regulations and state licensing standards. (NAEYC 2b)
3. Discuss various child care programs and how they differ in philosophy and goals. (NAEYC 6d)
4. Develop supervision techniques and personnel policies. (NAEYC 3c, 6b)
5. Identify and describe the early childhood facility and equipment that meet the needs of children, staff members and families. (NAEYC 1a-c, 2a, 4a)
6. Design effective and appropriate marketing materials. (NAEYC 6a, 6d)

Academic Year: 2018-2019

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ECD 131

Language Arts

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of methods and materials in age- appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children’s literature are included.

Course Topics:

- Development of Language
- Environmental Print
- Prewriting Skills
- Read-Aloud Strategies and Techniques
- Components of a Literacy-Rich Environment
- Developmentally Appropriate Language Arts Activity
- Methods and Materials in age-appropriate language experiences

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- [South Carolina State Standards](#) for the English Language Arts (ELA) for Early Childhood-grades PreK-2.
- Miscellaneous art/office supplies
- 3 Ring Binder

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the characteristics, phonology, and grammar of infant, toddler, and preschool speech. (NAEYC 1a, 1b, 1c)
2. Conduct a classroom observation to identify activities/elements that support literacy. (NAEYC 6d)
3. Plan, implement, utilize, and evaluate a variety of media, methods, techniques, and equipment to support age-appropriate language arts experiences for young children that are appropriate for the different stages of development across the curriculum. (NAEYC 4b-c, 5a,5c)
4. Select, evaluate, and present quality literature that is appropriate for various stages of development. (NAEYC 4d)
5. Implement developmentally appropriate techniques for storytelling and read-alouds. (NAEYC 1a,1c, 4c, 5c)
6. Create an original storybook (including writing, illustrating, etc.) to read that is age appropriate for young children. (NAEYC 4b, 4c)

Academic Year: 2018-2019

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ECD 132

Creative Experiences

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Course Topics:

- The Concept of Creativity and Promoting Creativity

- The Concept of Aesthetics and Promoting Aesthetics Experiences
- Children, Teachers, and Creative Activities (Developmental levels, DAP)
Creative Environments
- Play, Development, and Creativity
- Using Technology to Promote Creativity
- Art and Physical _Mental Growth
- Art and Social-Emotional Growth
- Developmental Levels and Art
- Program Basics: Goals, Setting Up, Materials, and Strategies
- Two-Dimensional and Three-Dimensional Activities
- Activities involving the Curriculum Areas
 - Dramatic Play and Puppetry
 - Creative Movement
 - Creative Language Experiences
 - Creative Science
 - Creative Social Studies
 - Creative Multicultural Curriculum
- Making a Musical Instrument

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access to take quizzes online (if not taking them on campus)

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the values of creative experiences in a young child's life. (NAEYC 5a, 5b)
2. Utilize a variety of media, methods, techniques, and equipment to support age appropriate creative experiences for young children. (NAEYC 5b)
3. Design creative activities for selected areas of the curriculum. (NAEYC 5a, 5b, 5c)
4. Analyze the classroom environment for creative components. (NAEYC 5a, 5b, 5c)
5. Plan, implement and evaluate a variety of activities to support age-appropriate experiences. (NAEYC 5a)

Academic Year: 2018-2019

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ECD 133

Science & Math Concepts

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

Course Topics:

- Mathematics Process Standards/Mathematical Practices
- Mathematics Content Standards
- Number and Number Operations
- Measurement
- Geometry
- Algebraic Thinking
- Data Analysis
- Science Process Skills
- Life, Physical, Health, Earth and Environmental Science

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Container with dividers for handouts, activities, etc.
- 4 x 6 index cards
- Other misc. supplies

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Utilize appropriate media, materials, techniques, and methods during development of science and math activities. (NAEYC 4c, 5a, 5c)
2. Evaluate age appropriate science and math activities. (NAEYC 4b)
3. Integrate science and math activities into various areas of the preschool program. (NAEYC 4b, 4c, 5a, 5c)
4. Plan, implement, and evaluate age-appropriate science and math activities. (NAEYC 4c, 4d, 5c)
5. Prepare and organize resources for curriculum use in science and math. (NAEYC 4c, 4d, 5c)
6. Create and demonstrate science and math experiences that are important and relevant to preschool children. (NAEYC 4b, 4c, 5b, 5c)

Academic Year: 2018-2019

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ECD 135

Health, Safety, & Nutrition

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

Course Topics:

- Review of health/safety practices in Early Childhood Settings
- Common diseases and health problems in Early Childhood Settings
- Pediatric Safety, CPR and First Aid
- Nutrition in Early Childhood Settings
- Developmentally appropriate activities for Health, Safety, and Nutrition in the Early Childhood Settings
- Child Abuse and Maltreatment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Plan, design, and evaluate activities for promoting good nutrition, health, and safety practices in young children. (NAEYC 1a, 4a-4d)
2. Describe and assess the components of a healthy, safe and unsafe environment for young children. (NAEYC 1a, 1c, 4a, 4b)
3. Recognize symptoms and describe treatments and procedures for common diseases and illnesses for young children. (NAEYC 1a)
4. Demonstrate knowledge of the basic components of CPR and First Aid for young children. (NAEYC 6b, 6c)

Academic Year: 2018-2019

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ECD 200

Curriculum Issues in Infant and Toddler Development

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

Course Topics:

- Infant-Toddler Education
- Caregiving as Curriculum
- Play and Exploration as Curriculum
- Perception

Motor Skills

- Cognition
- Language
- Emotions
- Social Skills
- The Physical Environment
- The Social Environment
- Adult Relationships in Infant-Toddler Care and Education Programs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate an understanding that infant/toddler curriculum must reflect the individual child's needs and interest. (NAEYC 1a, 1b, 2a, 3b-d,)
2. Create a physical and social environment that reflects knowledge of current growth and development research and addresses and meets the needs of children and families. (NAEYC 3a-d)
3. Identify the SC Infant Toddler Guidelines as a resource to support current growth and development in infants and toddlers in the six domains of physical health, emotional health, social development, motor development, language and communication development and cognitive development. (NAEYC 1a-c, 5c)
4. Demonstrate an understanding that curriculum should be based on knowledge of an information gained from children's families (NAEYC 2a-c, 4a- d,).
5. Demonstrate the ability to responsibly observe, document, and assess young children to promote positive outcomes for young children. (NAEYC 3d)

Academic Year: 2018-2019

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ECD 201

Principles of Ethics & Leadership in Early Care and Education

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

Course Topics:

- Morality and Ethics
- Addressing Ethical Issues
- Ethical Responsibilities to Children
- Ethical Responsibilities to Families
- Ethical Responsibilities to Colleagues
- Ethical Responsibilities to Community and Society
- Advocacy in Early Care and Education
- Leadership in Early Care and Education

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Miscellaneous supplies for toy project

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Withdrawal Policy

Student Learning Outcomes:

1. Develop a personal philosophy of early care and education. (NAEYC 5a)
2. Describe appropriate ethical relationships with children, families, colleagues, community, and society. (NAEYC 2a, 4a, 5b)
3. Develop a personal professional leadership career plan for the field of early care and education. (NAEYC 5a, 5c)
4. Identify and engage oneself in leadership or advocacy within the early childhood field. (NAEYC 5)

Academic Year: 2018-2019

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ECD 203

Growth and Development II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Course Topics:

- Physical development of the Preschooler and School-Age Child
- Intellectual development of the Preschooler and School-Age Child
- Social-Emotional Development of the Preschooler and School-Age Child
- Providing for the Preschool and School-Age Child's Needs
- Assessing the Physical, Intellectual, and Social-Emotional Development of Children

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Miscellaneous supplies for toy project

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe typical physical, social, emotional, language, and cognitive development of a child from ages 3-8. (NAEYC 1a, 1b, 4c)
2. Identify the influence of environment on the development of the child. (NAEYC 1a, 1b)
3. Observe and record information that reflects inter-relationships of the physical, social, emotional, language and cognitive domains of development of a child from ages 3-8. (NAEYC 3a, 3b, 3c, 3d)
4. Plan and implement age and individually appropriate activities for a child from 3-8 years, based on knowledge of developmental milestones. (NAEYC 1a, 1c, 4b, 4c, 4d)
5. Describe the importance of supportive adult and peer relationships for children from ages 3-8. (NAEYC 1b, 2a, 2b, 2c).

Academic Year: 2018-2019

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ECD 205

Socialization and Group Care of Infants and Toddlers

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

Course Topics:

- Program Policies
- Temperament
- Responsive Practices
- Emotional Development
- Socialization and Behavior
- Impact of Routines and Environment on the Child's Social Emotional Development

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use a variety of strategies to encourage infant and toddler social-emotional development. (NAEYC 1a, 1b, 1c)
2. Identify different young children's temperamental traits and develop techniques for dealing with these different styles in infant/toddler groups. (NAEYC 1b, 1c, 2b)
3. Develop guidance and discipline techniques to foster responsive caregiving practices with infants and toddlers in group care. (NAEYC 1b, 1c)
4. Match caregiver strategies to infant/toddler social-emotional milestones. (NAEYC 1a-c, 3b 4b)
5. Identify the multiple influences on infants and toddlers and the importance of partnerships with the child's family. (NAEYC 1b, 2a, 2b, 2c)
6. Identify the SC Infant Toddler Guidelines as a resource to support infant and toddler social development. (NAEYC 1a-c, 5c)

Academic Year: 2018-2019

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ECD 207

Inclusive Care for Infants and Toddlers

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

Course Topics:

- Instructional strategies
- Adaptations
- Environment
- Inclusion
- Etiology
- Federal legislation
- Family partnership
- Multicultural considerations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
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- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the benefits and challenges of including infants and toddlers in a child care program. (NAEYC 1a, 4a)
2. Identify and understand the principles of infant/toddler physical, cognitive, language, social, self-help, and motor development. (NAEYC 1a, 1b)
3. Identify and practice strategies for discussing developmental concerns with families. (NAEYC 2b)
4. Identify and practice adapting materials and activities for infants and toddlers with special needs. (NAEYC 5b, 5c)
5. Identify resources for parents and caregivers at the local and state level that would assist in meeting needs. (NAEYC 6b)

Academic Year: 2018-2019

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ECD 237

Methods and Materials

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

Course Topics:

- Defining Developmentally Appropriate Practice (DAP)
- Planning for DAP Curriculum
- DAP Physical Environments
- DAP Social/Emotional Environments
- DAP Cognitive/Language/Literacy Environments
- Ethics in the Classroom Environment
- Completion of Professional Portfolio
- Bulletin Board preparation

Textbooks:

Textbook information can be found on the Book Inn Web site

www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Develop effective instructional techniques for teaching young children. (NAEYC 1c)
2. Select, evaluate, and utilize appropriate equipment and materials for a preschool program. (NAEYC 4c)
3. Develop and implement lesson plans and activities which support a fully integrated curriculum. (NAEYC 1a-1c, 4b, 4c, 5a-5c)
4. Identify the ethical standards and guidelines and use them to evaluate ethical dilemmas. (NAEYC 6b)
5. Assemble evidence that demonstrates professional readiness in the Early Care and Educational field. (NAEYC 6a)

Academic Year: 2018-2019

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ECD 243

Supervised Field Experience I

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.

Course Topics:

- Participate in Classroom Activities
- Keep record of Daily attendance on Time Sheet
- Reflective Journal Writings
- Case Study promoting Observation, Documentation and Assessment
- Lesson Plan Requirement and Evaluations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Incorporate knowledge of child development and practices to design and implement developmentally appropriate activities for children. (NAEYC 1a, 4a-4d, 5a-5c)
2. Plan, implement, and evaluate instructional activities for children with an understanding of content knowledge in early education. (NAEYC 5a-5c)
3. Collaborate with classroom teachers and involve oneself with the early childhood field. (NAEYC 6c)
4. Utilize observation, documentation and other appropriate assessment tools. (NAEYC 3a-d)
5. Implement and uphold ethical standards and other professional guidelines. (NAEYC 6b)
6. Integrate knowledgeable, critical and reflective perspectives on early education. (NAEYC 6d)

Academic Year: 2018-2019

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ECD 251

Supervised Field Experiences in Infant/Toddler Environment

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Course Topics:

- Participate in Classroom Activities
- Keep record of Daily attendance on Time Sheet
- Reflective Journal Writings
- Case Study promoting Observation, Documentation and Assessment
- Lesson Plan Requirement and Evaluations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access

- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Plan, implement, and evaluate instructional activities for infants/toddlers with an understanding of content knowledge in early education. (NAEYC 5a, 5b)
2. Create healthy, respectful, supportive, and challenging environments for infants/toddlers. (NAEYC 1c)
3. Collaborate with classroom teachers and involve oneself with the early childhood field. (NAEYC 6a, 6c)
4. Utilize observation, documentation and other appropriate assessment tools. (NAEYC 3a-d)
5. Implement and uphold ethical standards and other professional guidelines. (NAEYC 6b)
6. Integrate knowledgeable, critical and reflective perspectives on early education. (NAEYC 6d)

Academic Year: 2018-2019

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ECO 201

Economic Concepts

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of micro- and macro-economic concepts and selected economic problems.

Course Topics:

- Opportunity Cost
- Comparative Advantage
- Supply and Demand
- Price elasticity
- Production and Cost
- National Income Accounting
- Labor Market
- Monetary Policy

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save in Word format)
- Anti-virus software.
- Online component access code required for online sections only.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Integrity
- Academic Misconduct
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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
2. Interpret supply and demand models.
3. Calculate price elasticity, income elasticity, and cross elasticity.
4. Analyze short-run and long-run production cost
5. Apply profit maximization rules to perfectly competitive market structures.
6. Examine the national income accounting process.
7. Calculate unemployment and other labor market statistics.
8. Assess monetary policy strategies used to promote stability in the business cycle.

Academic Year: 2018-2019

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ECO 210

Macroeconomics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

Course Topics:

- Opportunity Cost
- Thinking on the Margin
- Comparative Advantage / International Trade
- Supply and Demand / Aggregate Supply and Aggregate Demand
- National Income Accounting
- Labor Market
- Consumer Price Index
- Monetary and Fiscal Policies
- Economic Growth

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save in Word format)
- Anti-virus software
- Online component access code required for online sections only.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Integrity
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
2. Interpret aggregate supply and aggregate demand models.
3. Examine the determinants of GDP growth and the national income accounting process.
4. Calculate unemployment and changes in the cost of living.
5. Dissect international trade models using the theory of comparative advantage.
6. Compare various fiscal and monetary policy strategies used to promote stability in the business cycle.

Academic Year: 2018-2019

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ECO 211

Microeconomics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

Course Topics:

- Opportunity Cost
- Thinking on the Margin
- Comparative Advantage
- Supply and Demand
- Price elasticity
- Resource Allocation Systems
- Market Intervention
- Production and Cost
- Pricing/Output Decisions by Market Structure

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save in Word format)
- Anti-virus software.
- Online component access code required for online sections only.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

Academic Integrity

- Academic Misconduct
- Add/Drop period
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
2. Interpret supply and demand models.
3. Calculate price elasticity, income elasticity, and cross elasticity.
4. Contrast various systems of resource allocation.
5. Assess the impact of government intervention within various markets.
6. Analyze short-run and long-run production costs
7. Apply profit maximization rules to different market structures.

Academic Year: 2018-2019

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EDU 102

Professional Preparation for Education Careers

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is designed to prepare students for careers in the education profession, including information literacy skills, PRAXIS preparation, academic and education career goals, recognition of appropriate resources for education majors, and preparation for professional program admission/success.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EDU 230

Schools in Communities

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

Course Topics:

- Teachers and Students
- Historical Foundations
- Philosophical Foundations

- Instruction and Classroom Management
- Finance
- Curriculum
- School Reform and Accountability
- Student Diversity
- School Law

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Headphones will be required to complete online activities in class.
Students are responsible for providing their headphones.
- Students must have a computer with internet access.
- Criminal Background Information
- Health Form

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Reflect on major topics in the course by observing a teacher in their classroom, answering specific questions pertaining to the course and interviewing a school official.

2. Analyze the major philosophical influences on American education by completing a questionnaire that compares these influences to their own philosophy of education.
3. Examine the societal influences upon schools by participating in a community service project.
4. Explain the political impact upon the community school by observing a local school governance body during the decision-making process.
5. Reflect upon experiences and activities completed during the semester by creating a portfolio of major assignments.

Academic Year: 2018-2019

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EEM 105

Basic Electricity

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of basic electrical principles, circuits, and measurements.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 107

Industrial Computer Techniques

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

Course Topics:

- Operating Systems
- Industry Specific Systems
- Networking
- Types of Software Packages

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Each student will need a flash drive (at least 1GB).

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the basic parts of the computer system.
2. Judge the effectiveness of shared data.
3. Investigate various Operating Systems.
4. Use a word processing application to create business documents.
5. Use a spreadsheet software application to create spreadsheets and/or databases.
6. Design a presentation using various presentation software applications.

Academic Year: 2018-2019

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EEM 117

AC/DC Circuits I

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

Course Topics:

- DC Theory
- Resistors
- Magnetism
- Batteries
- Ohms Law
- Circuit Computations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Calculate the values of Ohm's Law and Circuits.
2. Solve combination circuits.
3. Compare batteries to energy.
4. Select proper wire size per application.
5. Analyze magnetism.
6. Differentiate Alternating Current from Direct Current.
7. Measure values in circuits.

Academic Year: 2018-2019

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EEM 118

AC/DC Circuits II

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Take EEM 117.

Co-requisite:

Course Description:

This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 123

Schematics Analysis

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take EEM 117.

Co-requisite:

Course Description:

This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Compare and classify various electronic and electrical symbols.
2. Identify power circuits versus control.
3. Classify various wiring diagrams by their construction and application.

4. Assess various schematic diagrams by their construction and application.
5. Explain the relationship between currents on a schematic diagram.
6. Evaluate and convert a ladder diagram to either a wiring or schematic drawing.

Academic Year: 2018-2019

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EEM 145

Control Circuits

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take EEM 117.

Co-requisite:

Course Description:

This course covers the principles and applications of component circuits and methods of motor control.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 151

Motor Controls I

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

Course Topics:

- Safety
- Power Sources
- Control Circuits
- Load Calculation
- Motors
- Control Devices

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Associate safety considerations for personnel, work area, and maintenance of equipment.
2. Construct and operate magnetic motor starter circuits using push button stations.
3. Simulate run, jog and stop circuits.
4. Develop timer circuits.
5. Test multiple push button station circuits.
6. Create Forward /Reversing motor circuits.

Academic Year: 2018-2019

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EEM 152

Motor Controls II

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Take EEM 151.

Co-requisite:

Course Description:

This course is a continuation of the study of motor controls, including additional techniques and control devices.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 162

Introduction to Process Control

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to control systems theory and process control characteristics.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 201

Electronic Devices I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EEM 117.

Co-requisite:

Course Description:

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

Course Topics:

- Discrete semiconductor devices
- Component characteristics
- Designing circuits using components
- Testing circuits on breadboard

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the basic fundamentals and construction of semiconductor materials.
2. Construct circuits with Diodes, Bridges, and Filters.
3. Compute values of components in a circuit.
4. Examine the construction and operation of the transistor.
5. Demonstrate the applications of FET's.
6. Evaluate circuits using semiconductor devices.

Academic Year: 2018-2019

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EEM 202

Electronic Devices II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EEM 201.

Co-requisite:

Course Description:

This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 211

AC Machines

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EEM 117.

Co-requisite:

Course Description:

This course is a study of application, operation, and construction of AC machines.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 221

DC/AC Drives

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EEM 231

Digital Circuits I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

Copyright Spartanburg Community College.

EEM 240

Basic Microprocessors

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Take EEM 231.

Co-requisite:

Course Description:

This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Analyze the integration of microprocessor systems, software and programs.
2. Explain basic levels of microprocessor programs.
3. Write programs using machine code.
4. Explain microprocessor cycles and basic hardware concepts.
5. Define the types of memories used and their applications.
6. Describe the design of basic microprocessor circuitry used for address decoding, memories, peripherals, and system control.

Academic Year: 2018-2019

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EEM 251

Programmable Controllers

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EEM 151.

Co-requisite:

Course Description:

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

Course Topics:

- Safety
- History of Programmable Logic Controller (PLC)
- Overview of a PLC System
- Intro to Programming Languages/Software
- Manipulating Field Devices with a PLC

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Implement AND, OR, or NOT logic to solve a problem.
2. Translate gate logic into ladder logic.
3. Describe digital and analog inputs and outputs.
4. Identify the connections to a PLC using electrical prints, electrical diagrams, or field wiring diagrams..
5. Design and implement ladder logic program utilizing the applicable software.
6. Identify in a PLC environment data types of bits, nibbles, bytes, and words.

Academic Year: 2018-2019

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EEM 252

Programmable Controllers Applications

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EEM 251.

Co-requisite:

Course Description:

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.

Course Topics:

- Safety
- Controller Functionality
- Designing Input/Output Files (I/O)
- Writing Data Files
- Programming using Sequencers
- Use Timer Functions to manipulate programming

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Analyze the components of a programmable controller.
2. Compare the relationship of the data table and the input/output data files.
3. Illustrate the steps required to load a ladder type program onto a programmable controller.
4. Evaluate the use of timers and counters in a program.
5. Write programs using data manipulation instructions.
6. Generate reports that monitor the operation of a controlled operation.

Academic Year: 2018-2019

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EEM 275

Technical Troubleshooting

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EEM 201.

Co-requisite:

Course Description:

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Course Topics:

- Electronic schematic symbols and their use in circuits.
- Isolating the defective components to circuit board level.
- Troubleshooting and repair techniques

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe electronic schematic symbols and interpret their use in circuits.
2. Isolate the defective equipment, circuit board, stage, and components.
3. Define troubleshooting techniques on power supplies and software driven circuits.
4. Evaluate manufacturer's methods of part identification.

5. Demonstrate ability to use logic in determining the nature of a problem.
6. Determine if a possible corrective action for the cause of the problem exists.

Academic Year: 2018-2019

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EET 111

DC Circuits

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Course Topics:

- Simple series circuits using proper units, prefixes, and notation.
- Complex DC series circuits.
- Simple parallel DC circuits.
- Combinations DC series-parallel circuits.
- DC circuits using network theorems.
- Electromagnetic circuits.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EET 112

AC Circuits

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics, and verified using electrical instruments.

Course Topics:

- AC resistor circuits.
- Capacitor DC circuits
- Inductor DC circuits
- Capacitor and inductor response in AC circuits.
- RC, RL, and RLC AC circuits.
- Power utilization in AC circuits.
- Series and parallel impedance circuits.
- Transformer, resonant, and three-phase circuits.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EET 131

Active Devices

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Take [\[\[permalink=256|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

Course Topics:

- Diode circuit characteristics and application.
- Bipolar transistor circuit characteristics and applications.
- Field-effect transistor circuit characteristics and applications.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EET 141

Electronic Circuits

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

Course Topics:

- The construction analysis of small signal amplifiers.
- The construction and analysis of operational amplifiers.
- The use of various software applications in electronic circuit analysis.
- The use of laboratory procedures to build and test various electronic circuits.
- The analysis of laboratory results to theoretical predictions in a written report.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EET 145

Digital Circuits

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

Course Topics:

- Converting between various number systems
- Performing arithmetic operations in binary numbers
- Writing and decipher binary codes
- Determining the function of logic gates
- Constructing and analyzing contents of truth tables
- Writing and simplifying Boolean expressions
- Defining adder and subtraction circuits
- Determining the characteristic of latches and flip-flops
- Using the logic lab trainer to build and test digital circuits
- Designing, building, and testing a digital control circuit

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- EET 145 laboratory book

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Construct analog and digital circuits using basic schematic diagrams.
2. Design, troubleshoot and test electronic and industrial circuits.
3. Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.
4. Choose the appropriate solution to engineering technology problems based on given criteria.

Academic Year: 2018-2019

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EET 231

Industrial Electronics

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Take EET 131.

Co-requisite:

Course Description:

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

Course Topics:

- Safety issues pertinent to industrial work environments.

AC power application including 3-phase circuits

- Electronic components in industrial switches and control circuits.
- Feedback systems and servomechanisms in industrial control applications.
- The operation and characteristics of AC and DC machines.
- Final correcting devices and amplifiers in a closed loop system.
- Proportional, derivative and integral control in closed loop systems.
- Fiber optic transmission media and its use in industrial systems.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Collaborate on a technical project contributing to the success of the team.
2. Plan, produce and deliver an oral digital presentation that utilizes graphics on a given technical topic.
3. Collect experimental data and organize in concise tabular form.

Academic Year: 2018-2019

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EET 235

Programmable Controllers

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and trouble-shooting techniques are applied to programmable controllers.

Course Topics:

- Basic relay logic diagrams
- Basic PLC ladder logic diagrams.
- PLC hardware, operation, and theory of use.
- The design and programming of ladder logic programs.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- EET 235 laboratory manual

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Design, troubleshoot and test electronic and industrial circuits.
2. Use electronic and industrial schematics in finding solutions to given case studies, scenarios or word problems.
3. Use programming software to code solutions for engineering technology problems.
4. Choose the appropriate solution to engineering technology problems based on given criteria.

Academic Year: 2018-2019

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EET 236

PLC Systems Programming

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EET 235.

Co-requisite:

Course Description:

This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.

Course Topics:

- Advanced PLC instructions
- Advanced PLC programming techniques
- PLC process control operation, and theory of use
- PLC to PLC systems communications

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use electronic and industrial schematics in finding solutions to given case studies, scenarios or word problems.
2. Choose the appropriate solution to engineering technology problems based on given criteria.
3. Use programming software to code solutions for engineering technology problems.
4. Design, troubleshoot and test electronic and industrial circuits.
5. Solve engineering technology problems using practical knowledge of mathematics, science, engineering and technology.

Academic Year: 2018-2019

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EET 261

Electronic Troubleshooting

Hours: Class 3, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment.

Course Topics:

- Troubleshoot simple DC circuits
- Troubleshoot simple AC circuits
- Troubleshoot simple transistor circuits
- Techniques and procedures for troubleshooting electronic circuits

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EET 273

Electronics Senior Project

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course includes the construction and testing of an instructor-approved project.

Course Topics:

- Troubleshooting basic electronic circuits
- Researching electronics circuits components
- Explaining operations of complex electronic circuit.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Troubleshooting circuits and schematic diagrams

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Report lab data clearly and accurately.
2. Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.
3. Use circuit simulation software to design, test and analyze electronic circuits.

Academic Year: 2018-2019

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EGR 104

Engineering Technology Foundations

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=76|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

Course Topics:

- The development of Engineering and Technology through history
- The varied career choices in engineering technology
- Problem solving techniques and other tools used in engineering technology
- Calculator usage to solve algebraic equations and conversions
- Knowledge of electronics industry vocabulary
- Good study habits
- The value of a resume and good career search skills
- The importance of social and ethical responsibility in the technology industry
- The biography of an electronics contributor and give an oral presentation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EGR 112

Engineering Programming

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers interactive computing and the basic concepts of programming.

Course Topics:

The effects of computing on today's society.

- A working knowledge of a computer system.
- Disk and file management using operating system commands.
- Document creation using a word processing application.
- Data analysis using a spreadsheet application.
- An oral presentation using presentation software.
- Basic search operations on the INTERNET.
- Programming functions in a high level programming language

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- USB flash drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use Excel to analyze experimental data
2. Plan, produce and orally deliver a digital presentation that utilizes graphics on a given technical topic.

3. Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.
4. Demonstrate professional writing skills and technical knowledge in creating technical project reports.
5. Use programming software to code solutions for engineering technology problems.

Academic Year: 2018-2019

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EGR 269

Engineering Disciplines and Skills

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Take MAT 110.

Co-requisite:

Course Description:

This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.

Course Topics:

- Various engineering disciplines and engineering major.
- Project work in the form of a written report.
- Estimation techniques to engineering problems:
- Data collection and analysis for simple engineering experiments.
- Microsoft Excel to analyze engineering data
- Commonly used engineering units both SI and US customary systems.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Show knowledge of the steps to successful problem solving.
2. Solve engineering problems using practical knowledge of mathematics, science, engineering and technology.
3. Use programming software to code solutions for engineering technology problems
4. Use Excel to analyze experimental data.
5. Choose a reasonable solution to engineering problems based on given criteria.

Academic Year: 2018-2019

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EGR 270

Introduction to Engineering

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take MAT 110.

Co-requisite:

Course Description:

(Transfer course) this course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

Course Topics:

- Algorithms to aid in the analysis of an engineering task.
- MATLAB programming basics.
- Test computer solutions using exact calculations.

- Complete an engineering project using MATLAB.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Show knowledge of the steps to successful problem solving.
2. Solve engineering problems using practical knowledge of mathematics, science, engineering and technology.
3. Recognize how experimental results relate or differ from theory.
4. Choose the appropriate solution to engineering problems based on given criteria.
5. Use programming software to code solutions for engineering technology problems.

Academic Year: 2018-2019

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EGT 102

Technical Drawing

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers the application of drawing equipment and drawing techniques in the preparation of multiview orthographic, pictorial, working and/or assembly drawings. Basic methods for dimensioning, tolerancing, sectioning and fit of mating parts as performed in industrial fabrication and assembly practices are included.

Course Topics:

Major components of CAD system Draw commands in both Metric and Imperial systems Orthographic Projection.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate a working knowledge of Orthographic Projection using CAD software.
2. Create an Isometric Projection using CAD software.

3. Establish an appropriate computer aided drafting environment in both metric and imperial scale.
4. Create various types of Sectional Views in a CAD environment.
5. Dimension an Orthographic Projection using proper dimensioning techniques.

Academic Year: 2018-2019

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EGT 104

Print Reading

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the interpretation of industrial drawings.

Course Topics:

- Blueprint Interpretation
- Blueprint Symbols
- Blueprint Dimensioning Plans
- Blueprint Views and Planes

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator (TI-30XA)

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and explain the use of various lines on industrial blueprints.
2. Interpret one-, two-, and three-view orthographic drawings drawn in third angle projection.
3. Interpret and explain various dimensions, tolerances, screw threads, and notes used on industrial drawings.
4. Solve problems by interpretation and making calculations on industrial blueprints.
5. Interpret various types of sectional views utilized on industrial blueprints.

Academic Year: 2018-2019

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EGT 108

Advanced Print Reading & Sketching

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.

Course Topics:

- Orthographic Projection
- Geometric Dimensioning and Tolerances
- Metric Standards

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator (TI-30XA)

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Calculate metric conversion exercises in linear measurement.
2. Recognize and interpret ISO tolerances utilized on metric blueprints.
3. Interpret orthographic drawings drawn in first and third angle projection.
4. Interpret Geometric Dimensioning and Tolerancing (GD&T) symbols and Characteristics on industrial blueprints.
5. Interpret notes and revisions on industrial blueprints.

Academic Year: 2018-2019

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EGT 123

Industrial Print Reading

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

Course Topics:

- Sketching
- Views
- Dimensioning
- Print variations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Drawing Kit
- #2 pencil with eraser
- 6-inch scale
- calculator
- 3 ring notebook

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EGT 151

Introduction to CAD

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

Course Topics:

- The major components of CAD system
- DRAW function to produce a drawing
- EDIT commands to modify graphic input
- Format commands to setup a drawing
- LAYER functions to establish drawing control
- DISPLAY commands to view object
- PLOT function to make hardcopy of a drawing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EGT 152

Fundamentals of CAD

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.

Course Topics:

- Basic AutoCad Functions
- Creating 2-D AutoCad Drawings
- Dimensioning Autocad Drawings

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the major components of a CAD system.
2. Perform basic AutoCad functions in creating 2D drawings in CAD.
3. Create working 2D drawings.
4. Dimension a drawing using current drafting standards.
5. Produce a drawing hard copy from AutoCAD.

Academic Year: 2018-2019

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EGT 155

Intermediate CAD

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Take EGT 151.

Co-requisite:

Course Description:

This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.

Course Topics:

- Drafting Environment
- Dimensioning an object
- Print drawings in Lay Out or Paper Space
- Draw an Isometric figure
- Make a block, manipulate a WBlock

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Create hard copies using paper space.
2. Demonstrate a knowledge of Block with Attributes.
3. Extract Attributes from a drawing.
4. Export a drawing outside a CADD environment through the use of Power Point and PDF's
5. Create a block and a wblock.

Academic Year: 2018-2019

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EGT 245

Principles of Parametric CAD

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the fundamentals of three-dimensional solid part modeling by completing a 3D drawing using the SolidWorks software.
2. Recognize and apply the SolidWorks software's interface and basic commands.
3. Create three-dimensional solid model part drawings using SolidWorks software.
4. Create two-dimensional orthographic drawings from the 3D solid model.
5. Construct multi-part assemblies within the software by combining individual components.

Academic Year: 2018-2019

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EMS 105

Emergency Medical Care I

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of preparatory and pharmacology, airway management, patient assessment, and trauma and shock as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

Course Topics:

Preparatory

- EMS Systems
- Research
- Workforce safety and wellness
- Documentation
- Report and document assessment data and interventions.
- EMS system communication
- Therapeutic communication
- Medical/legal & ethical
- Anatomy & physiology
- Medical terminology
- Pathophysiology
- Life span development
- Public health
- Pharmacology

Airway Management

- Airway patency
- Nasopharyngeal airway

- Oropharyngeal airway
- Positive pressure ventilation
- Manually-triggered ventilators
- Automatic transport ventilators
- Supplemental oxygen therapy
- Humidifiers
- Partial-rebreather mask
- Venturi mask
- Supraglottic airway devices

Cardiopulmonary Resuscitation

- One and two rescuer adult CPR
- One and two rescuer child CPR
- One and two rescuer infant CPR
- Automated External Defibrillator use
- First aid for choking victims

Patient Assessment

- Scene size up
- Primary assessment
- History Taking
- Secondary Assessment
- Monitoring devices
- Reassessment

Trauma

- Trauma overview and kinematics
- Bleeding
- Chest trauma
- Abdominal and genitourinary trauma
- Orthopedic trauma
- Soft tissue trauma
- Burns
- Head, facial, neck and spine trauma
- Nervous system trauma
- Special considerations in trauma
- Environmental emergencies
- Multi-system trauma

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply preparatory and fundamental knowledge of the EMS system, safety/well-being of the EMT, medical/legal and ethical issues, anatomy, pathophysiology, medical terminology, lifespan development, principles of illness/injury prevention, and medication administration to the provision of emergency care.
2. Manage a patient's airway to ensure patency, adequate mechanical ventilation and respiration for patients of all ages.
3. Analyze scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management.
4. Apply fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.

Academic Year: 2018-2019

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EMS 106

Emergency Medical Care II

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of medical emergencies, operations, pediatrics and other special populations as it relates to the provision of pre-hospital emergency medical care to critically ill and injured patients.

Course Topics:

Medical

- Medical overview
- Neurology
- Abdominal and gastrointestinal disorders
- Immunology
- Infectious diseases
- Endocrine disorders
- Psychiatric
- Cardiovascular
- Toxicology
- Respiratory
- Hematology
- Genitourinary/renal disorders
- Gynecology
- Non-traumatic musculoskeletal disorders
- Diseases of the eyes, ears, nose and throat

Special populations

- Obstetrics
- Neonatal care
- Pediatrics
- Geriatrics
- Patients with special challenges

Operations

- Principles of safely operating a ground ambulance
- Incident management
- Multiple casualty incidents
- Air medical
- Vehicle extrication
- Hazardous materials awareness
- Mass casualty incidents due to terrorism and disaster

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pocket mask with one-way valve and oxygen port

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Provide basic emergency care and transportation based on assessment findings for an acutely ill patient.
2. Apply knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs.
3. Integrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.
4. Demonstrate acceptable entry-level ET clinical behaviors and judgment in the field when providing prehospital care during an emergency.
5. Integrate attributes of professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/ diplomacy, respect, patient advocacy, and careful delivery of service into all aspects of patient care.

Academic Year: 2018-2019

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EMS 119

Emergency Medical Services Operations

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

Course Topics:

- Principles of safely operating a ground ambulance
- Incident management
- Multiple casualty incidents
- Air medical
- Vehicle extrication
- Hazardous materials awareness
- Mass casualty incidents due to terrorism and disaster

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Construct a working plan to establish and work within the incident management system.
2. Use triage principles to categorize acutely traumatized patients with varying injuries and of varying acuity levels.
3. Describe safe utilization of air medical resources.
4. Discuss principles of safe vehicle extrication that includes the need for, and use of simple hand tools.
5. Describe risks and responsibilities of operating in a cold zone at a hazardous material or other special incident.
6. Describe risks and responsibilities of operating in an emergency or on the scene of a natural or man-made disaster.

Academic Year: 2018-2019

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EMS 150

Introduction to Advanced Care

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

Course Topics:

Preparatory

- EMS Systems
- Research
- Workforce safety and wellness

- Documentation
- EMS system communication
- Therapeutic communication
- Medical/legal & ethical issues
- Principles of pharmacology
- Medication administration
- Emergency medications

Airway management

- Respiration
- Artificial ventilation

Patient Assessment

- Scene size up
- Primary assessment
- History taking
- Secondary assessment
- Monitoring devices
- Reassessment

Trauma

- Trauma overview and kinematics
- Bleeding
- Chest trauma
- Abdominal and genitourinary trauma
- Orthopedic trauma
- Soft tissue trauma
- Burns
- Head, facial, neck and spine trauma
- Nervous system trauma
- Special considerations in trauma
- Environmental emergencies
- Multi-system trauma

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Paramedic Clinical & Internship Manual
- EMS 151 Paramedic Clinical I Competency Logs

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate safe and effective medication administration to a patient during an emergency to include calculation of proper medication dosages, venipuncture, and intramuscular and subcutaneous injections.
2. Manage a patient airway to ensure patency, adequate mechanical ventilation, oxygenation, and respiration for patients of all ages.
3. Obtain a medical history and perform a comprehensive physical examination on any patient and communicate those findings to others.
4. Analyze scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management.
5. Apply advanced concepts of development and pathophysiology in the assessment and management of an emergency trauma patients of all ages.

Academic Year: 2018-2019

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EMS 151

Paramedic Clinical I

Hours: Class 0, Lab 6, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introduction to hospital care in an emergency and trauma setting. Emphasis is placed on care for adult, obstetrical, pediatric, and behavioral patients.

Course Topics:

- Scene safety
- Patient complaints
- Patient assessment
- Therapeutic communication and cultural competency
- Decision making
- Psychomotor skills
- Record keeping
- Professionalism
- Practical application of principles of emergency care as a team member

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clinical Manual
- EMS 151 Paramedic Clinical I Competency Logs

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Integrate basic principles of operational roles and responsibilities to ensure safe patient, public, and personnel safety.
2. Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
3. Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
4. Report and document assessment findings and interventions.
5. Perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient.
6. Demonstrate safe and effective performance of airway management.
7. Demonstrate safe and effective performance of venipuncture to include intravenous access, blood draws and fingersticks.
8. Calculate proper medication dosages for patient administration in a clinical setting.
9. Demonstrate safe and effective performance of intramuscular and subcutaneous injections.
10. Provide basic and advanced emergency care as a team member in a controlled clinical environment with more experienced personnel in the lead role.
11. Express attributes of exemplary professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.

Academic Year: 2018-2019

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EMS 230

Advanced Emergency Medical Care I

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introduction to pre-hospital pharmacology and cardiology as they relate specifically to patient care. Emphasis is placed on the appropriate methods for patient physical exams and solicitation of medical history to maximize patient outcomes.

Course Topics:

Preparatory

- Principles of Pharmacology
- Medication Administration
- Emergency Medications

Medical

- Cardiovascular
- Anatomy of the CV System

Physiology Electrophysiology Epidemiology Primary survey for CV assessment Secondary survey for CV assessment ECG monitoring to include arrhythmia recognition Management of a patient with a cardiac arrhythmia Causes, differential diagnoses, and assessment findings for a patient with a variety of cardiovascular disorders Development and execution a treatment plan for a patient with a variety of cardiovascular disorders

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- ECG Calipers

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate safe medication administration by a variety of enteral and parenteral routes.
2. Apply principles of electrocardiography and criteria for cardiac rhythm interpretation to identify basic cardiac dysrhythmias originating in the sinoatrial node, atria, AV junction and ventricles.
3. Integrate concepts of assessment, pharmacology and electrocardiography to formulate a treatment and transport plan for a patient with a cardiovascular emergency.
4. Demonstrate integration of assessment, pharmacology and electrocardiography by leading a resuscitation team in the management of a cardiac arrest.
5. Demonstrate professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.

Academic Year: 2018-2019

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EMS 231

Paramedic Clinical II

Hours: Class 0, Lab 6, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides application of the knowledge and skills learned in the classroom to patients in the emergency department setting and in other appropriate clinical facilities.

Course Topics:

- Scene safety
- Patient complaints
- Patient assessment
- Therapeutic communication and cultural competency
- Decision making
- Psychomotor skills
- Record keeping
- Professionalism
- Practical application of principles of emergency care as a team member

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Paramedic Clinical and Internship Manual
- Clinical packet for Paramedic Clinical and Internship Manual
- EMS 231 Paramedic Competency Logs
- SCC Paramedic Student Uniform
- SCC Photo Identification
- Stethoscope

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Integrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.
2. Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
3. Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
4. Perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient.
5. Demonstrate safe and effective performance of all psychomotor skills within the National EMS Scope of Practice Model *and* state Scope of Practice at the paramedic level.

6. Apply comprehensive knowledge to provide basic and advanced emergency care as a team member in a controlled clinical environment with more experienced personnel in the lead role.
7. Report and document assessment findings and interventions.
8. Express attributes of exemplary professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.
9. Assemble and report data to be used for epidemiological and research purposes.

Academic Year: 2018-2019

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EMS 232

Paramedic Internship I

Hours: Class 0, Lab 6, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides application of the knowledge and skills learned in the classroom using the team approach to emergency medical patients in the pre-hospital environment.

Course Topics:

- Practical application of principles of emergency care as a team member on a 911 emergency ambulance
- Assessment
- Therapeutic communication and cultural competency
- Psychomotor skills
- Professionalism
- Decision making
- Record keeping
- Patient complaints
- Scene leadership
- Scene safety

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Paramedic Internship and Clinical Manual
- Internship packet for Paramedic Clinical and Internship Manual
- EMS 232 Paramedic Internship I Competency Logs
- Stethoscope

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply principles of safety to ensure the safety of the rescuer and others to during an emergency.
2. Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
3. Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology.
4. Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
5. Integrate patient assessments to formulate a treatment and disposition plan for patients with a variety of medical and traumatic complaints of varying acuity levels.
6. Perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient.
7. Evaluate the effectiveness of interventions and modifies treatment plan accordingly.
8. Integrate and synthesize the multiple determinants of health and clinical care.
9. Perform health screenings and referrals.
10. Demonstrate safe and effective performance of all psychomotor skills within the National EMS Scope of Practice Model *and* state Scope of Practice at the paramedic level.
11. Express attributes of exemplary professional behavior including, but not limited to, integrity, empathy, self-

motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.

12. Report and document assessment findings and interventions.
13. Assemble and report data to be used for epidemiological and research purposes.
14. Apply comprehensive knowledge to provide basic and advanced emergency care as an EMS team member on an emergency call with more experienced personnel in the lead role.
15. Integrate comprehensive knowledge to function as the team leader of a routine, single patient advanced life support emergency call.

Academic Year: 2018-2019

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EMS 240

Advanced Emergency Medical Care II

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

Course Topics:

Medical

- Medical overview
- Neurology
- Abdominal and gastrointestinal disorders
- Immunology
- Infectious diseases
- Endocrine disorders
- Psychiatric
- Cardiovascular
- Toxicology
- Respiratory
- Hematology
- Genitourinary/renal disorders
- Gynecology
- Non-traumatic musculoskeletal disorders
- Diseases of the eyes, ears, nose and throat

Special populations

- Obstetrics
- Neonatal care
- Pediatrics
- Geriatrics
- Patients with special challenges

Operations

- Principles of safely operating a ground ambulance
- Incident management
- Multiple casualty incidents
- Air medical
- Vehicle extrication
- Hazardous materials awareness
- Mass casualty incidents due to terrorism and disaster

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pocket mask with one-way valve and oxygen port

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
2. Integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.
3. Integrate principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.
4. Demonstrate professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/ diplomacy, respect, patient advocacy, and careful delivery of service.

Academic Year: 2018-2019

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EMS 241

Paramedic Clinical III

Hours: Class 0, Lab 6, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is an advanced clinical experience and provides an overview of holistic patient care from the point of entry into the emergency department until patient discharge.

Course Topics:

- Scene safety
- Patient complaints
- Patient assessment
- Therapeutic communication and cultural competency
- Decision making
- Psychomotor skills
- Record keeping
- Professionalism
- Practical application of principles of emergency care as a team member

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clinical Manual
- EMS 221 Competency Logs
- Stethoscope

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Integrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.
2. Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
3. Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
4. Perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient.
5. Demonstrate safe and effective performance of all psychomotor skills within the National EMS Scope of Practice Model *and* state Scope of Practice at the paramedic level.
6. Apply comprehensive knowledge to provide basic and advanced emergency care as a team member in a

- controlled clinical environment with more experienced personnel in the lead role.
7. Report and document assessment findings and interventions.
 8. Express attributes of exemplary professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.
 9. Assemble and report data to be used for epidemiological and research purposes.

Academic Year: 2018-2019

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EMS 242

Paramedic Internship II

Hours: Class 0, Lab 6, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides hands on experience for initial patient care in the pre-hospital environment and focuses on the ability to assess, care for and transport medical and trauma patients.

Course Topics:

- Practical application of safe practice principles on a 911 emergency ambulance
- History/Physical Exam
- Field Impression
- Assessment
- Treatment Plan
- Interventions
- Treatment Modifications
- Integration
- Health Screenings
- Skills Performance
- Professional Behavior
- Comm. & Documentation
- Reporting
- Team Membership
- Team Leadership

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Black ball point ink pen
- SCC Paramedic Student uniform (Refer to Paramedic Clinical and Internship Manual for further details)
- Stethoscope
- Wristwatch with second hand

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply principles of safety to ensure the safety of the rescuer and others during an emergency.
2. Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
3. Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology.
4. Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
5. Integrate patient assessments to formulate a treatment and disposition plan for patients with a variety of medical and traumatic complaints in varying acuity levels.
6. Perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient.
7. Evaluate the effectiveness of interventions and modify treatment plan accordingly.
8. Integrate and synthesize the multiple determinants of health and clinical care.

9. Perform health screenings and referrals.
10. Demonstrate safe and effective performance of all psychomotor skills within the National EMS Scope of Practice Model and state Scope of Practice at the paramedic level.
11. Express attributes of exemplary professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.
12. Report and document assessment findings and interventions.
13. Assemble and report data to be used for epidemiological and research purposes.
14. Apply comprehensive knowledge to provide basic and advanced emergency care as an EMS team member on an emergency call with more experienced personnel in the lead role.
15. Integrate comprehensive knowledge to function as the team leader of a routine, single patient advanced life support emergency call.

Academic Year: 2018-2019

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EMS 270

NREMT Review

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Take [\[\[permalink=267|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations..

Course Topics:

- Review of cognitive material required of an entry-level paramedic
- Psychomotor skills
- Professionalism

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate cognitive knowledge consistent with that of an entry-level paramedic.
2. Demonstrate effective performance of all psychomotor skills within the National EMS Scope of Practice Model and state Scope of Practice at the paramedic level.
3. Demonstrate professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.

Academic Year: 2018-2019

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EMS 272

Paramedic Capstone

Hours: Class 0, Lab 12, Credits 4

Pre-requisite:

Co-requisite:

Take [\[\[permalink=268|tooltip:{{title:1}}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course provides the opportunity for the student to function as a team leader in a 911 response agency by managing and accounting for all aspects of the emergency scene and patient care.

Course Topics:

- Scene safety
- Therapeutic communication and cultural competency
- Patient complaints
- Assessment
- Psychomotor skills
- Professionalism
- Decision making
- Practical application of emergency care principles as a team member on a 911 emergency ambulance
- Scene leadership
- Record keeping

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- EMS 272 Paramedic Capstone Competency Logs
- Paramedic Clinical & Internship Manual
- Stethoscope

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply principles of safety to ensure the safety of the rescuer and others during an emergency.
2. Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
3. Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology.
4. Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
5. Integrate patient assessments to formulate a treatment and disposition plan for patients with a variety of medical and traumatic complaints of varying acuity levels.
6. Perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient.
7. Evaluate the effectiveness of interventions and modify treatment plan accordingly.
8. Integrate and synthesize the multiple determinants of health and clinical care.
9. Demonstrate safe and effective performance of all psychomotor skills within the National EMS Scope of Practice Model *and* state Scope of Practice at the paramedic level.
10. Express attributes of exemplary professional behavior including, but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.
11. Perform health screenings and referrals.
12. Report and document assessment findings and interventions.
13. Assemble and report data to be used for epidemiological and research purposes.
14. Apply comprehensive knowledge to provide basic and advanced emergency care as an EMS team member on an emergency call.
15. Integrate comprehensive knowledge to function as the team leader of a routine, single patient advanced life support emergency call.

Academic Year: 2018-2019

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ENG 031

Developmental English Basics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

Course Topics:

- Composition
- Sentence structure
- Grammar and usage
- Mechanics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Divider sheets
- Notebook paper
- Pens and pencils
- Highlighter
- Small stapler
- Note cards (optional)
- Disk or USB drive for writing assignments

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

F 0 – 69

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Compose an email appropriate for an academic or business setting, applying the writing process.
2. Develop a business writing style, using appropriate language and style.
3. Apply basic grammar rules and mechanics while creating simple, compound, and complex sentences in writing.
4. Identify the major parts of a sentence to include subjects, verbs, and prepositional phrases.

Academic Year: 2018-2019

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ENG 032

Developmental English

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

Course Topics:

- Sentence variety
- Correct sentence structure
- Paragraph writing in various modes
- Paragraph revising and editing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- College-level dictionary (included)
- Notebook paper
- Pens and pencils
- Highlighters

- Small stapler
- Disk for writing assignments

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

F 0 – 69

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use the writing process when composing a short composition appropriate for academic setting.
2. Write a composition with a clear main idea and supporting details.
3. Integrate unity and coherence in a composition.
4. Create sentence variety by combining simple sentences.
5. Assemble a portfolio of previously written paragraphs applying editing skills.

Academic Year: 2018-2019

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ENG 100

Introduction to Composition

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take ENG 032.

Co-requisite:

Course Description:

This course is a study of basic writing and different modes of composition and may include a review of usage.

Non-degree credit

Course Topics:

- Basic sentence structure
- Evaluating and editing written passages
- Paragraph writing
- Essay writing
- Summary writing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Notebook paper
- Pens
- Pencils
- Highlighters
- Pocket stapler
- Index cards (optional)
- A USB drive/flash drive
- Access to a computer
- College-level dictionary

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify, label, and correct errors in basic sentence structure errors.
2. Assess a paragraph for correct grammar.
3. Recognize and identify the parts of a correctly structured traditional college essay.
4. Compose a five paragraph essay, using MLA format.
5. Outline a reading selection and compose a summary, using MLA format and documentation.

Academic Year: 2018-2019

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ENG 101

English Composition I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Course Topics:

- Rhetorical Structure
- Thesis Statements
- Essay Support and Development
- Synthesis of Secondary Sources
- MLA Guidelines for Format and Research
- Standard English Usage
- Timed In-class Writing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Access to a computer with Windows 2000 or newer (compatible with Microsoft 2007) and Internet access. Please note that many instructors will not accept assignments that are not formatted as .doc or .docx

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Analyze content and rhetorical structure in essays and other writings and/or multimedia.
2. Support a thesis for an academic essay with well-organized, relevant evidence.
3. Synthesize researched materials in a coherent, original essay focused on a clear thesis.
4. Document source materials using Modern Language Association (MLA) guidelines.
5. Compose essays with minimal grammatical, mechanical, including spelling, and punctuation errors.

Academic Year: 2018-2019

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ENG 102

English Composition II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Course Topics:

- Elements of Short Fiction, Poetry, and Drama
- Analysis of Literary Works
- Thesis Statements
- Primary Sources
- Secondary Sources
- Literary Research (MLA)
- Document Design (MLA)
- Standard English Usage

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer
- Capability of formatting documents in Word or RTF.
- Internet access.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and apply the literary elements of short fiction, poetry, and drama.
2. Analyze works of literature and present those analyses.
3. Defend a thesis with relevant evidence from the primary source.
4. Evaluate secondary source material.
5. Write a literary research paper in MLA format.
6. Compose writings with a minimum of grammatical, mechanical, including spelling, and punctuation errors.

Academic Year: 2018-2019

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ENG 165

Professional Communications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course develops practical written, and oral professional communication skills.

Course Topics:

- Standard English Rules
- Business Document Formatting
- Purpose/Audience/Tone
- Summary Writing
- E-mail
- Memos
- Formal Letters
- Short Reports
- Description of a Mechanism
- Oral and Written Instructions
- Oral Presentations
- Job Application Documents and Skills

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer
- Ability to format .doc, .rtf, or .html documents
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Consider audience and purpose in professional communication.
2. Develop ideas in appropriate business and technical writing formats.
3. Create a technical description of a mechanism.
4. Plan and present professional oral presentations.
5. Communicate instructions in oral and written formats.
6. Produce documents with standard grammar, usage, and mechanics, including spelling.

Academic Year: 2018-2019

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ENG 201

American Literature I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of American literature from the colonial period to the civil war.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer
- Ability to format .doc, .rtf, or .html documents
- Internet access.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the period.
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.
5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

Academic Year: 2018-2019

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ENG 202

American Literature II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of American literature from the civil war to the present.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer
- Ability to format .doc, .rtf, or .html documents

- Internet access.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the period
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.
5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

Academic Year: 2018-2019

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ENG 205

English Literature I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This is a (college transfer) course in which the following topics are presented: the study of English literature from the old English period to the Romantic period with emphasis on major writers and periods.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer
- Ability to format .doc, .rtf, or .html documents
- Internet access.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the period.
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.
5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

Academic Year: 2018-2019

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ENG 206

English Literature II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Supplementary text(s) may be chosen by individual instructors. These will be announced in class.
- Access to a computer with Windows 2000 or newer
- Ability to format .doc, .rtf, or .html documents
- Internet access.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Academic Misconduct
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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the period.
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.
5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

Academic Year: 2018-2019

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ENG 208

World Literature I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the period.
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.

5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

Academic Year: 2018-2019

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ENG 209

World Literature II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Supplementary text(s) may be chosen by individual instructors. These will be announced in class.
- Computer with Windows 2000 or newer
- Ability to format papers as .docs, .doc, .rtf, or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the period.
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.
5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

Academic Year: 2018-2019

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ENG 228

Studies in Film Genre

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc) and countries will be viewed and analyzed.

Course Topics:

- Elements of Film
- Genre Studies
- Scene Analysis (Setting, Subjects, Composition)
- Cinematography (Film Stock, Camera Movement, Lighting, and Digital Cinematography)
- Sound
- MLA Guidelines for Research

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Windows 2000 or newer
- Ability to format papers as .docs, .doc, .rtf, or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Add/Drop period
- Appeals Process
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- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Employ the basic technical and critical vocabulary of film.
2. Relate techniques associated with film genres and genre studies.
3. Evaluate a film based on the technical elements associated with a genre.
4. Evaluate a film based on the narrative techniques associated with a genre.
5. Develop MLA research skills in the study of film and film genres.

Academic Year: 2018-2019

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ENG 235

Southern Literature

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take ENG 102.

Co-requisite:

Course Description:

This course is a study of the south's intellectual and literary contributions to national and world literature.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Windows 2000 or newer
- Ability to format papers as .docs, .doc, .rtf, or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the American South.
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.
5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines

Academic Year: 2018-2019

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ENG 236

African American Lit

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a critical study of African American literature examined from historical, social, and psychological perspectives.

Course Topics:

- Writers and their Works
- Social, Historical, and Cultural Influences on Literature
- Critical Analysis
- Synthesis of Secondary Criticism
- Essay Development
- MLA Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Windows 2000 or newer
- Ability to format papers as .docs, .doc, .rtf, or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify writers and works of the period.
2. Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
3. Analyze or explicate works using formalist criticism.
4. Defend original theses with relevant evidence from primary sources.
5. Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

Academic Year: 2018-2019

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ENG 238

Creative Writing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course presents an introduction to creative writing in various genres.

Course Topics:

Topics covered in ENG 238 will necessarily vary depending upon the genre of creative writing being presented.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Windows 2000 or newer
- Ability to format papers as .docs, .doc, .rtf, or .html
- **Please note** that many instructors will not accept assignments that are not formatted as .doc or .docx
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and explain the elements of a particular genre of creative writing.
2. Apply the elements of the particular genre to produce original works.
3. Analyze examples of works in that genre and present those analyses.
4. Evaluate classmates' writing and one's own work in a workshop setting.
5. Revise and improve one's original work based upon workshop feedback.
6. Produce a portfolio of original works in the genre that demonstrates the ongoing process of drafting, critiquing, evaluating, and revising his or her original writing in the genre.

Academic Year: 2018-2019

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ENG 260

Advanced Technical Communications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take ENG 101.

Co-requisite:

Course Description:

This course develops skills in research techniques and increases proficiency in technical communications.

Course Topics:

- Technical documentation
- Research
- Collaboration
- Oral presentation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Windows 2000 or newer
- Ability to format papers as .docs, .doc, .rtf, or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Withdrawal Policy

Student Learning Outcomes:

1. Compose technical documents that are appropriate for the audience
2. Format technical documents.
3. Incorporate graphic elements that enhance and support the content of technical documents.
4. Research to compose a complex technical document.
5. Collaborate to produce a technical document.
6. Deliver oral reports on technical topics.

Academic Year: 2018-2019

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ENG 265

Advanced Professional Communications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.

Course Topics:

Standard English and Usage

- Business Document Formatting
- Purpose/Audience/Tone
- E-Mail
- Memos
- Formal Letters
- Short Reports
- Long Business Researched Reports
- Collaborative Writing
- Collaborative Formal Presentation
- Meeting Planning
- Writing of Minutes

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Windows 2000 or newer;
- Access to Word, Excel, PowerPoint, Access, etc. (Microsoft Office)
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Consider audience and purpose in professional communication.
2. Develop ideas in appropriate business and technical writing formats.
3. Create a technical description of a mechanism.
4. Plan and present professional oral presentations.
5. Communicate instructions in oral and written formats.
6. Produce documents with standard grammar, usage, and mechanics, including spelling.

Academic Year: 2018-2019

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EVT 201

Environmental Science

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Any additional resources (handouts) will be provided to the Student by the Instructor.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 69

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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EVT 261

Special Topics in Environmental Science

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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FRE 101

Elementary French I

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

Course Topics:

- Introduction to basic French grammar (verbs, adjectives, prepositions, etc.)
- Forming questions
- Possessive adjectives
- Introductory vocabulary (numbers, days of week, etc.)
- French culture

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- French/English Dictionary recommended

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate listening comprehension of spoken French.
2. Develop conversational skills in speaking French.
3. Demonstrate reading comprehension of written French.
4. Demonstrate writing comprehension in French.
5. Demonstrate knowledge of the culture, history, and daily lives of the French.

Academic Year: 2018-2019

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FRE 102

Elementary French II

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course continues the development of basic language skills and includes a study of French culture.

Course Topics:

- Continuation of recognition and use of verbs (regular and irregular)
- Introduction of interrogative pronouns and adjectives
- Use of definite, indefinite and partitive articles
- Use of direct and indirect objects
- Continuation of vocabulary development
- Continuation of French culture, customs, and ways of life

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- French/English Dictionary recommended

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate listening comprehension of spoken French.
2. Develop conversational skills in speaking French.
3. Demonstrate reading comprehension of written French.
4. Demonstrate writing comprehension in French.
5. Demonstrate knowledge of the culture, history, and daily lives of the French.

Academic Year: 2018-2019

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GEO 101

Introduction to Geography

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the principles and methods of geographic inquiry.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify various countries on a map.
2. Discuss the methods of geographic inquiry and the tools of geography.
3. Describe cause and effect relationships in physical geography.
4. Name and discuss the components of human geography.
5. Demonstrate understanding of the basic concepts of economic geography.

Academic Year: 2018-2019

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GEO 102

World Geography

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

Course Topics:

- Globalization and Diversity
- The changing global environment
- North America
- Latin America
- The Caribbean
- Sub Saharan Africa
- Southwest Asia and North Africa
- Europe
- East Asia
- South Asia

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discuss the physical, human, and economic geography of North America.
2. Explain the physical, human, and economic geography of Europe and Russia.
3. Examine the physical, human and economic geography of Mexico, Central America, and South America.
4. Describe the physical, human, and economic geography of the Middle East and Sub Saharan Africa.
5. Demonstrate an understanding of the physical, human, and economic geography of South Asia, China, Korea, and Japan.

Academic Year: 2018-2019

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GER 101

Elementary German I

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.

Course Topics:

- Reading skills appropriate for non-native speakers of German at the first semester level
- Writing skills appropriate for non-native speakers of German at the first semester level
- Speaking skills appropriate for non-native speakers of German at the first semester level
- Listening skills appropriate for non-native speakers of German at the first semester level
- Cultural awareness of German traditions/events/significant persons

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Workbook and supplementary A/V material packaged with textbook.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate listening comprehension of spoken German.
2. Develop conversational skills in speaking German.
3. Demonstrate reading comprehension of written German.
4. Demonstrate writing comprehension in German.
5. Demonstrate knowledge of the culture, history, and daily lives of the German people.

Academic Year: 2018-2019

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GER 102

Elementary German II

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course continues the development of the four basic language skills and the study of German culture.

Course Topics:

- Reading skills appropriate for non-native speakers of German at the first semester level
- Writing skills appropriate for non-native speakers of German at the first semester level
- Speaking skills appropriate for non-native speakers of German at the first semester level
- Listening skills appropriate for non-native speakers of German at the first semester level
- Cultural awareness of German traditions/events/significant persons

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Workbook and supplementary A/V material packaged with textbook.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate listening comprehension of spoken German.
2. Develop conversational skills in speaking German.
3. Demonstrate reading comprehension of written German.
4. Demonstrate writing comprehension in German.
5. Demonstrate knowledge of the culture, history, and daily lives of the German people.

Academic Year: 2018-2019

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HIM 105

Medical Office Communication and Practices

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=57|tooltip:{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course is the study of the principles of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.

Course Topics:

- Medical office tasks
- Telecommunication skills
- Appointment scheduling
- Keyboarding

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One (1) USB/jump drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Conduct customer service in a medical setting using telecommunication skills.
2. Prepare and analyze medical written communications.
3. Differentiate between valid and non-valid patient documentation.

Academic Year: 2018-2019

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HIM 130

Billing and Reimbursement

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

Course Topics:

- Career availability in Health Insurance
- Health Insurance
- Managed Care, Medicare, Medicaid, Blue Cross, Tricare

- HCFA 1500 Form
- Insurance processing terms
- Insurance appeal letters
- Processing insurance claims
- Insurance claim denials
- Reimbursement methodologies

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Medical dictionary

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
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- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Complete a HCFA 1500 Form.
2. Differentiate between Managed Care, Medicare, Medicaid, Blue Cross and Tricare.
3. Write an appeal letter to an insurance company.
4. Differentiate between the different reimbursement methodologies.

Academic Year: 2018-2019

Copyright Spartanburg Community College.

HIM 135

Medical Pathology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.

Course Topics:

- Core concepts associated with human diseases
- Medical terminology related to human diseases
- Basic anatomy and physiology of body systems
- Etiology of various diseases and conditions
- Signs and symptoms of disorders
- Common diagnostics
- Course and management of disorders
- Preventive measures
- Effects of aging on various body systems

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the core concepts associated with human diseases.
2. Utilize medical terminology as it relates to understanding human diseases.
3. Discuss the basic anatomy and physiology of the body.
4. Discuss the etiology of various diseases and conditions and important signs and symptoms of the diseases.
5. Identify common diagnostics, typical course and management of diseases, and preventive measures.
6. Discuss the effects of aging on the various body systems.

Academic Year: 2018-2019

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HIM 150

Coding Practicum I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=275|tooltip:>{'title':1}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.

Course Topics:

- Practices of various medical offices
- Daily work of certified coders
- Coding operative notes

Real world coding scenarios

- Coding issues and work denials

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Medical dictionary

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain how a medical office functions.
2. Demonstrate the daily work of certified coders and/or charge entry staff.
3. Competently code operative notes.
4. Employ real world coding scenarios.
5. Rectify errors in coding issues and work denials.

Academic Year: 2018-2019

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HIM 216

Coding and Classification I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes a study of disease and procedural coding and classification systems.

Course Topics:

- Level II National Codes
- Assigning diagnoses codes
- Coding for Anesthesia
- Coding guidelines for surgery
- Coding for surgery
- Use of CPT codes
- Levels of evaluation and management services

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Medical dictionary

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Utilize CPT codes to code a wide variety of patient services.
2. Differentiate between Evaluation and Management services.
3. List the major features of Level II National Codes.
4. Apply coding and conventions when assigning diagnoses codes.
5. Identify coding guidelines for anesthesia and surgery.

Academic Year: 2018-2019

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HIM 225

Coding and Classification II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of advanced coding and classification systems.

Course Topics:

- Documentation, reimbursement and compliance
- Radiology, pathology, and laboratory coding
- Medication coding
- Surgical modifiers assignments
- Coding operative notes
- CPC exam prep

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Medical dictionary

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain documentation, compliance, and reimbursement.
2. Assign modifiers in surgery.
3. Demonstrate the proper procedure for coding operative notes.
4. Proficiently code for radiology, laboratory, pathology, and medications.
5. Prepare for the CPC exam through the AAPC.

Academic Year: 2018-2019

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HIM 250

Coding and Classification III

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is study of ICD-10-CM, ICD-10-PCS and the coding guidelines and procedures associated with this classification system.

Course Topics:

- ICD-9 and ICD-10
- ICD-10 guidelines
- Applying diagnosis codes to claims
- AAPC ICD-10 Proficiency Assessment prep

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Medical dictionary

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the purpose of ICD-10.
2. Differentiate between ICD-9 and ICD-10 codes.
3. Demonstrate the ICD-10 guidelines.
4. Appropriately apply the correct diagnosis codes to claims and in the correct order.

5. Prepare for the AAPC ICD-10 Proficiency Assessment.

Academic Year: 2018-2019

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HIM 266

Computers in Health Care

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

Course Topics:

- Types of health insurance
- Insurance forms
- Medical insurance software

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
- Anti-virus software.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Interpret medical insurance policies and procedures.
2. Differentiate between insurance types.
3. Complete insurance claim forms manually.
4. Use medical insurance software to complete insurance claims electronically.

Academic Year: 2018-2019

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HIS 101

Western Civilization to 1689

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.

Course Topics:

- Progress toward civilization in the Paleolithic & Neolithic eras.
- Civilization in the Ancient Near East.
- Civilization in Ancient Greece.
- Sources of Hellenistic diffusion.
- Rome's rise under Republican authority.
- Rome's transition to an empire.
- Significance of the Christian faith.
- Byzantine, Islamic & German society.
- Rise of the Carolingian Dynasty and its impact on Europe in the Early Middle Ages.
- Feudal society during the High Middle Ages.
- Rise of European states and rise of Church influence during the High Middle Ages.
- Crisis and failure in the Late Middle Ages.

- Chief traits of the Renaissance.
- Protestant Reformation and its influence on western society.
- European exploration and expansion.
- War in sixteenth and seventeenth century Europe and political consolidation.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define the origins of civilization and contrast its development in the Ancient Near East and Greece.
2. Describe the spread of Hellenic culture & its utilization by Rome to a world state.
3. Explain the remaking of Europe in the face of Roman collapse.
4. Contrast the vitality of the High Middle Age with the crisis and dissolution of the Late Middle Ages and revival during the Renaissance.
5. Describe Europe's evolution into a modern state.

Academic Year: 2018-2019

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HIS 102

Western Civilization Post 1689

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.

Course Topics:

- Scientific Revolution of the sixteenth and seventeenth centuries.
- Political, religious, social and economic theories of the Enlightenment.
- French revolution and the rise of Napoleon.
- Industrial Revolution.
- Social and cultural revolutions of late eighteenth and early nineteenth centuries.
- Political revolution and counterrevolution, beginning with the close of the Napoleonic wars and concluding with the revolutions of 1848.
- Philosophical and cultural traits leading to western progress and breakdown.
- Impact of western nationalism and imperialism.
- Drive toward modernization.
- Origins of the World War I.
- Strategies of German and Allied powers.
- Emergence of the Soviet Union.
- Origins and course of World War II.
- Origins of the Cold War.
- End of the Cold War.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the effects of the Enlightenment on eighteenth century Europe.
2. Assess the progress of western civilization during the Age of Revolution, 1789-1848.
3. Contrast developments leading to western progress and those leading to breakdown in the Age of Contradiction, 1848-1914.
4. Describe the impact of World War I on western society and culture.
5. Identify the primary characteristics of western passage into the contemporary world.

Academic Year: 2018-2019

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HIS 104

World History I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.

Course Topics:

- Progress towards civilization in the Paleolithic & Neolithic eras.
- Civilization in Mesopotamia and Africa.
- Civilization in Ancient India and China.
- Society in newly unified China.
- Society and the quest for salvation in India.
- Mediterranean world under the Greeks.
- Mediterranean world under the Romans.
- Byzantine Empire.
- Rise and expansion of Islam.
- Sui, Tang and Sung dynasties of China.
- Mayan and Toltec civilization.
- European society during the Early and High Middle Ages.
- Mongol empire.
- Feudal Japan.
- Society and culture of Sub-Saharan Africa.
- Western Europe during the Late Middle Ages and Renaissance.
- European exploration and colonization.
- Chinese exploration under the Ming dynasty.
- Aztec and Inca society and the impact of European penetration.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Examine the origins of ancient societies in Mesopotamia, Africa, India and China, 4000-500 B.C.E.
2. Chart the formation of the Classical Societies, 500 B.C.E. -500 C.E.
3. Compare and contrast world societies during the postclassical era, 500-1000 C.E.
4. Identify and describe world contacts and conflicts, 1000-1500 C.E.

Academic Year: 2018-2019

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HIS 105

World History II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political, and cultural aspects of each era.

Course Topics:

- Transformation of Europe in the early modern era.
- Impact of European penetration in Africa and the Americas.
- Society in Ming and Ch'ing China and in Tokugawa Japan.
- Origins, course and impact of the French Revolution.
- Industrial Revolution in the West
- Steps leading to the unification of Germany.
- Responses of China and Japan to Western imperialism.
- Origins, course and impact of the First World War.
- Path to autonomy in India, China and Japan.
- Origins, course and impact of the Second World War.

- Origins and impact of the Cold War.
- Collapse of the Soviet Union and the end of the bipolar world.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Withdrawal Policy

Student Learning Outcomes:

1. Examine the rise of global contact and conflict, 1500-1800.
2. Explain how revolutions reshaped the early modern world, 1750-1870.
3. Assess the impact of Industry and Empire in the making of the modern world, 1780-1900.
4. Identify and describe world contacts and conflicts, 1900-1937.
5. Describe the perils and promises of a global system in the modern era.

Academic Year: 2018-2019

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HIS 115

African-American History

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals or groups.

Course Topics:

- Progress toward civilization in Early Africa.
- Primary characteristics of the Atlantic slave trade.
- New World (colonial) servitude.
- American Revolution's liberalizing impact on African Americans.
- New conservatism in place by 1800.
- Slavery in the Antebellum South.
- Black participation in the American Civil War.
- Trials and tribulations of freedmen during the Reconstruction era
- Booker T. Washington's and W.E.B. Dubois's racial remedies.
- Black participation in World War I.
- Black response to racism in the 1920s.
- Black role in World War II.
- Successes and failures of the Civil Rights Movement.
- Current status of race relations within America.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Examine the African way of life, the slave trade and New World (colonial) servitude.
2. Describe the position of blacks in the new republic, 1790-1861.
3. Examine black involvement during the Civil War and Reconstruction eras.
4. Assess the impact of America's color line in the early twentieth century.
5. Examine the status of African Americans from World War II to present.

Academic Year: 2018-2019

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HIS 201

American History: Discovery to 1877

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

Course Topics:

- Cultural collision between European and Native American.
- English patterns of colonization and settlement.
- Society and culture in the New England, Middle and Southern colonies.
- America's transition from empire to independence.
- American and British roles/strategies in the War of Independence.

- Failure under the Confederation and success under the Constitution.
- Federalist era.
- Rise of Democratic-Republicans.
- Primary traits of Jacksonian society.
- Reform and politics in the Age of Jackson.
- Antebellum South.
- Factors and incidents placing the Union in a position of crisis.
- War Between the States.
- Presidential and Congressional Reconstruction.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the origins of the American colonies, distinguishing colonial ways of life.

2. Contrast the Imperial from the colonial perspective of the American Rebellion.
3. Describe America's transition from Confederation to Constitution and from the politics of Federalism to Democratic-Republicanism.
4. Describe the Age of Jackson.
5. Explain America's descent into Civil War and distinguish between the Reconstruction policies of President and Congress.

Academic Year: 2018-2019

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HIS 202

American History: 1877 to Present

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

Course Topics:

- America's new frontiers.
- Rise of industry.
- Urban America at the turn of the century.
- America's rise to empire.
- Politics of progressivism.
- U.S. involvement in World War I.
- Roaring twenties.
- Reactionary politics in the 1920s.
- America's descent into the Great Depression.
- Steps leading to U.S. involvement In World War II.
- U.S. role in World War II.
- Origins of the Cold War.
- U.S. involvement in Vietnam.
- Civil Rights movement.
- Nixon presidency.
- Administrations of Carter, Reagan and Bush.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the emergence of modern America.
2. Contrast progressivism at home with empire and war abroad.
3. Describe America's return to normalcy.
4. Explain America's rise to superpower status.
5. Associate rebellion and reaction at home with internationalism and war abroad.

Academic Year: 2018-2019

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HOS 245

Hospitality Marketing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Student Learning Outcomes:

Academic Year: 2018-2019

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HOS 255

Food Service Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the four tasks in the position analysis process.
2. Explain the uses of job descriptions and how they should be developed.
3. Explain procedures for planning and delivering training programs.
4. Describe a nine-step process for scheduling employees.
5. Describe basic professional development strategies.

Academic Year: 2018-2019

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HOS 256

Hospitality Management Concepts

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the theory and principles of management as applied to the hospitality industry.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Standard Culinary Arts Program Uniform and Supplies as stated in Culinary Arts Program Policies.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HRT 104

Landscape Design & Implementation

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of landscape design and drafting as well as landscape installation techniques.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Design a landscape plan based on a client's personal needs and property space utilization.
2. Apply the design qualities of plants and the principles of landscape design.
3. Create landscape design plans with quality graphics, lettering, and correct plan organization.
4. Present landscape plans in a professional manor to a client using design objectives to identify and solve problems.
5. Calculate proper scale and design conversions using an engineer's scale.

Academic Year: 2018-2019

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HRT 105

Landscape Plant Materials

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Take RDG 032.

Co-requisite:

Course Description:

This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.

Course Topics:

- Evaluation and identification of woody plants recommended for our landscapes will be covered.
- Plant characteristics and potential issues for each will be discussed.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify most commonly used woody ornamentals.
2. Recall scientific names when needed to identify plant material.
3. Summarize particular characteristics of plants that are important to their use in landscaping.
4. Recognize cultural problems associated with plants used in landscaping.
5. Prepare a presentation that communicates the attributes of plants.

Academic Year: 2018-2019

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HRT 108

Annuals and Perennials

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, and culture.

Course Topics:

- Proper identification and landscape uses of herbaceous plants such as annuals, perennials, ornamental grasses, herbs, and bulbs.
- Proper plant management and cultivation of herbaceous plants are discussed.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recommend the general techniques in the design, planting, maintenance and herbaceous planting combinations for our southeastern landscapes.
2. Select annuals, herbs, hardy and summer bulbs appropriate for seasonal color in our landscapes.
3. Select herbaceous perennials, ornamental grasses, and succulent plants for landscape gardening.

Academic Year: 2018-2019

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HRT 110

Plant Form & Function

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

Course Topics:

- Study of the various plant components and biological systems that influence plant behaviors and performance in the landscape and nursery.
- Evaluation of plant genetics and report on plant evolution.

- Summarization of the biological influences by plants in the environment.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize plant taxonomic relationships.
2. Identify key features in plant morphology.
3. Explain processes of plant metabolism.
4. Consider the influence of genetics on plant cultivation.
5. Research and explain the theory of evolution.

Academic Year: 2018-2019

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HRT 113

Plant Materials

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take RDG 032.

Co-requisite:

Course Description:

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

Course Topics:

- Evaluation and identification of woody plants recommended for our landscapes will be covered.
- Plant characteristics and potential issues for each will be discussed.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Identify most commonly used woody ornamentals.
2. Recall scientific names when needed to identify plant material.
3. Summarize particular characteristics of plants that are important to their use in landscaping.
4. Recognize cultural problems associated with plants used in landscaping.

Academic Year: 2018-2019

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HRT 121

Commercial Irrigation

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HRT 125

Soils

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter, and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.

Course Topics:

- Formation of soils and the many ways to evaluate and modify for proper plant growth in horticultural settings.
- Organic matter influences and fertility management in horticultural soils.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- A soil sample will be required to be collected and sent to the Soil Testing Lab at Clemson University.

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Withdrawal Policy

Student Learning Outcomes:

1. Formulate a soil's plant growth capabilities by evaluating its physical properties.
2. Recommend appropriate soil management techniques based on knowledge of its chemical properties.
3. Develop knowledge of soil water, soil organic matter, and soil microorganisms related to plant growth.
4. Write a researched based report on the applications of biostimulants.
5. Determine fertilizer applications to horticulture plants.

Academic Year: 2018-2019

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HRT 130

Greenhouse Production

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HRT 132

Nursery Operations

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management principles, and chemical safety are covered.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate sites, physical structures, equipment and supplies to successfully establish various nursery operations.
2. Assess cultural requirements to successfully produce crops in a nursery operation.
3. Explain the recommended business aspects in the nursery industry.

Academic Year: 2018-2019

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HRT 139

Plant Propagation

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take RDG 032.

Co-requisite:

Course Description:

This course is a study of the fundamental principles and techniques involved in plant propagation.

Course Topics:

- Complete understanding of how to perform and utilize seed propagation for commercial horticulture.
- Comparison and evaluation of asexual propagation and the many ways to use them in commercial horticulture.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Bypass Hand Pruners- *not anvil type*

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Select the structures, equipment, and supplies to successfully propagate plants.

2. Illustrate seed propagation techniques on various crops in a nursery environment.
3. Illustrate asexual propagation techniques on various crops in a nursery environment.
4. Communicate and collaborate professionally in a team setting.
5. Demonstrate the grafting of woody ornamental plants.

Academic Year: 2018-2019

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HRT 141

Horticulture Pest Control

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.

Course Topics:

- Identify and control of common horticulture insects, weeds and diseases.
- Summarize the main components of the SC pesticide exam
- Explanation of proper pesticide equipment calibration is covered.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and describe insect pests of horticultural plants.
2. Identify and describe weed pests of horticultural plants
3. Demonstrate pesticide calibration techniques and calculation methods.
4. Identify and control disease problems of horticultural plants.
5. Formulate the use of pesticides safely, protecting workers and the environment.
6. Compile a sample pest identification display.

Academic Year: 2018-2019

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HRT 144

Plant Pests

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.

Course Topics:

- Identifying and controlling common horticulture insects, weeds and diseases.
- Main components of the SC pesticide exam
- Proper pesticide equipment calibration.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and describe insect pests of horticultural plants.
2. Identify and describe weed pests of horticultural plants.
3. Demonstrate pesticide calibration techniques and calculation methods.
4. Identify and control disease problems of horticultural plants.
5. Formulate the use of pesticides safely, protecting workers and the environment.

Academic Year: 2018-2019

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HRT 153

Landscape Construction

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete, and brick landscape structures. The course includes landscape lighting, water gardening and planting.

Course Topics:

- Complete evaluation of the installation of concrete pavers, retaining walls, landscape lighting, and landscape water features.
- Landscape installation bidding and pricing.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize the various steps prior to beginning the landscape construction process.

2. Interpret landscape construction documents.
3. Analyze site preparation techniques in regards to grading, drainage, erosion practices, safety practices and care for site utilities.
4. Describe the techniques and materials necessary to construct circulation, grade retention, enclosure, and outdoor living structures.
5. Discuss the basic principles of landscape management and maintenance.
6. Asses the processes of estimating and bidding the cost of landscape construction projects.

Academic Year: 2018-2019

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HRT 169

Sustainability in Horticulture

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes basic issues affecting sustainability in horticultural environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students will discuss new and current practices in sustainability, and will also identify sustainable pest control products. Emphasis will be given on preparing students for the SC Environmental Landscape Certification.

Course Topics:

- Environmental sustainable practices effective in commercial landscapes such as soil and water preservation.
- Complete coverage and preparation for the SC Environmental Landscape Certification exam.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and recommend a variety of plant materials based on physical characteristics and anatomy.
2. Describe how to construct a landscape design that is more sustainable and efficient.
3. Recommend proper establishment procedures for urban trees.
4. Summarize the BMP techniques used to establish and maintain multiple turfgrass species.
5. Formulate proper business practices to sustain a healthy business.
6. Demonstrate knowledge of sustainable pest management techniques.
7. Identify ways in which environmental restoration and preservation can sustain environmental niches.
8. Differentiate the principles of organic gardening.

Academic Year: 2018-2019

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HRT 200

Horticulture Business Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of business management practices in horticulture. Customer relations, budget construction, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included.

Course Topics:

- Diverse business management techniques, documents, procedures and legal requirements.

- Marketing strategies and employee relations.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Exhibit professional interpersonal and customer relations.
2. Discover horticulture business management practices that are required by law and important for a successful operation.
3. Develop a marketing strategy/plan.
4. Create a professional resume.

Academic Year: 2018-2019

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HRT 223

Irrigation

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study and application of the design principles and materials used in horticultural irrigation.

Course Topics:

- Irrigation components, system configuration and trouble-shooting.
- Irrigation design, bidding and customer relations.
- Smart irrigation technology.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Choose the component parts of a sprinkler irrigation system.
2. Design a sprinkler irrigation system for a residential or commercial site.
3. Plan a sprinkler irrigation system for landscapes and nurseries.
4. Choose the component parts of a low volume irrigation system.
5. Communicate professionally when working with customers.
6. Generalize common irrigation system trouble shooting techniques and procedures.

Academic Year: 2018-2019

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HRT 230

Greenhouse Technology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of commercial greenhouse production techniques and facility management.

Course Topics:

- Basic greenhouse structures, components and technology.
- Commercial production of annuals, hanging baskets, pot crops, etc.
- Commercial greenhouse business management.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Appeals Process
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HRT 241

Turf Management

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.

Course Topics:

- Complete coverage of cool season and warm season grasses that can be grown in our region.
- Various commercial methods of installing turfgrasses.
- Detailed examination of methods and materials for proper turf maintenance.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HRT 253

Landscape Installation

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included.

Course Topics:

- Commercial methods and materials for installing paver systems, retaining walls and water features.
- Installation and components of landscape lighting.
- Commercial bidding and pricing.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Academic Misconduct
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- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HRT 255

Urban Tree Care

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.

Course Topics:

- Tree anatomy and structure.
- Proper tree installation, pruning and management.
- Tree examination for urban settings and municipality regulations.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify basic tree anatomy parts and their functions.
2. Recommend proper establishment procedures for urban trees.
3. Develop expertise in plant selection for the urban landscape.

4. Describe preservation and management techniques for urban sites.
5. Perform a presentation about tree evaluations with recommendations.

Academic Year: 2018-2019

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HRT 256

Landscape Management

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.

Course Topics:

- Complete coverage of various landscape management equipment, techniques, timing and procedures.
- Landscape maintenance scheduling and bidding.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HRT 273

SCWE in Horticulture Sciences

Hours: Class 0, Lab 12, Credits 3

Pre-requisite:

Take HRT 125.

Co-requisite:

Course Description:

This course is the study of a comprehensive supervised work experience in the Horticultural industry. Work in a related horticultural position under supervision of the instructor and employer is required.

Course Topics:

- Knowledge and experiences in this course are specific to the specific horticulture work experience.
- Professionalism, horticulture knowledge and job skills are emphasized.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate horticulture competencies learned during the cooperative work experience.
2. Demonstrate professional horticulture skills such as time management.
3. Demonstrate behavior and communication practices that are necessary in a horticulture working environment.
4. Develop interpersonal skills that are used in group working environments.
5. Explain career goals from experience gained in this course.

Academic Year: 2018-2019

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HRT 275

Horticulture Capstone

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HSS 101

Introduction to Humanities

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes an introduction to themes, critical approaches, and major contributors to the humanities.

Course Topics:

- Pictures
- Sculpture
- Architecture
- Music
- Theatre

- Dance
- Literature
- Cinema

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to computer with Internet access.
- Ability to format documents as .doc, .docx, .rtf, or .html.
- Internet access.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and apply the terminology associated with major art forms.
2. Discuss the characteristics and significance of human creativity within the various artistic expressions.
3. Participate in the creative process through activities both on and off-campus.
4. Critique an artistic experience in the local community.

Academic Year: 2018-2019

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HSS 205

Technology and Society

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments. Included as historical perspective is a survey of technological advances from ancient times through the 20th century.

Course Topics:

- Essentials of Paleolithic and Neolithic technology.
- Essentials of Near Eastern technology.
- Essentials of Greco-Roman technology
- Essentials of medieval technology.
- Europe's transition from medieval superstition to the rationality of the scientific revolution and the Enlightenment.
- Europe's revolution in industry and technology.
- Rise of industry in America.
- Responses to poverty associated with the rise of industry in America.
- Technological innovations of the 1920s and their immediate consequences.
- Cold War era and its most identifiable technological sign, the atom bomb.
- Impact of the technological innovations of the 1950s.
- Evolution of U.S. military technology from Vietnam to present.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
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- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply the basic terminology related to the study of technology through an understanding of the origins and evolution of civilization and culture.
2. Describe the evolution of technology and industry in the West through discussion of the scientific and industrial revolution in Europe.
3. Discuss the values present in late nineteenth and early twentieth century American society which were supportive or critical of technological change and revolution in industry.
4. Analyze specific technological innovations in post-1945 America, including their technological and cultural sources, positive and negative impacts on society, and the role of society in developing and controlling these technologies.

Academic Year: 2018-2019

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HUC 110

Health Unit Procedures I

Hours: Class 3, Lab 12, Credits 7

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.

Course Topics:

- Hospital departments, personnel, and physicians according to their specialty
- Interdepartmental activities on the nursing unit
- Communication and interpersonal skills
- Responsibilities concerning the patient's chart
- Classifications and categories of physician's orders, transcription procedure for each type
- Physicians' orders relating to activity, positioning, and observation
- Physicians' orders relating to nursing treatment and dietary needs
- Physicians' orders relating to medications
- Physicians' orders relating to laboratory studies
- Physicians' orders relating to diagnostic imaging
- Physicians' order relating to various diagnostic studies
- Activities on the simulated nursing unit between nursing staff, physicians, and other personnel
- Transcribing physicians' orders

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebooks
- Paper
- Pencils
- Fine point red and black pen for graphing
- Lab coat with Health Unit Coordinating patch

Grading System:

In order to pass this class a grade of B (80) must be achieved.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HUC 120

Health Unit Procedures II

Hours: Class 2, Lab 18, Credits 8

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.

Course Topics:

- Responsibilities regarding admissions, pre-operative, and post-operative procedures
- Responsibilities regarding discharging patient (including deaths) and the transfer of patients within the hospital and to other medical facilities
- Responsibilities in completing the transcription of physicians' orders
- Basic human structure, diseases, and disorders of the body
- Transcribing physicians' orders relating to admissions, discharges, transfers, pre-operative, and post-operative patients
- Transcribing physicians' orders relating to treatments, activities, dietary, medications, laboratory, diagnostic imaging, other diagnostic studies and miscellaneous items
- Clinical practicum

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebooks
- Paper
- Pencils
- Fine point red and black pen for graphing

- Uniforms
- Lab coat with Health Unit Coordinating patch

Grading System:

In order to pass this class a grade of B (80) must be achieved.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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HUS 101

Introduction to Human Services

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

Course Topics:

- History of social welfare policy
- Professional ethics
- Skills and interventions strategies
- Child welfare services
- Services for the elderly
- Mental health
- Homelessness
- Healthcare and hospice
- Substance abuse
- School counseling
- Faith-based organizations
- Violence

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the nature and skills of generalist human services practice.
2. Describe the human services field, including its theoretical orientations, policies, ethics and scope of practice.
3. Analyze the role of human services to people in a variety of practice settings (mentally ill, elderly, adolescents).

Academic Year: 2018-2019

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IDS 101

Human Thought & Learning

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.

Course Topics:

- What is critical thinking?
- Reason and Emotion
- Language and Communication
- Knowledge, evidence and errors in thinking
- Fallacies
- Arguments (inductive and deductive)
- Decision making
- Marketing and advertising in a consumer culture
- Use of Mass media in decision making
- The scientific method
- Social contract theory

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discuss the physiological, psychological and social factors associated with the process of thinking.
2. Apply creative thinking, persuasive thinking, and organizing skills when using mass media in decision-making.
3. Apply logical thinking skills when discussing and analyzing fallacies and arguments (inductive and deductive).
4. Discuss the role of science in thinking and problem solving.
5. Apply problem solving, evaluating, and decision-making skills to the use of marketing and advertising in a consumer culture.

Academic Year: 2018-2019

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IDS 207

Cultural Exploration

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course will explore the culture and environment of the country or region in which students are studying while

abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic, and cultural issues they experience.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site

www.sccsc.edu/bookstore

Required Materials:

Grading System:

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IMT 102

Industrial Safety

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers safety awareness and practices found in industry.

Course Topics:

- Shop Safety
- Lock out/Tag Out

- OSHA
- General Safety Issues

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define the following terms: accident, hazard, unsafe act and unsafe condition.
2. Explain the information that can be found on a MSDS/SDS.
3. Define the purpose, rights and objectives of the OSHA Act (29 CFR 1910).
4. State the objectives and functions of OSHA regarding employees' and employer's rights and responsibilities of safety and health.
5. Describe and demonstrate materials handling and industrial plant safety.

Academic Year: 2018-2019

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IMT 103

Precision Measuring Instruments

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers the use of various precision measuring instruments commonly used in industry.

Course Topics:

- Introduction to measurement and calibration
- Precision measuring instruments and devices
- Variability in the results of repeated measurements
- Accuracy and precision
- Sources of errors

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the different types of micrometers use in industry.
2. Identify the different types calipers used in industry.
3. Identify and dimension on the following scales: 8ths, 16ths, 32nds, 64ths, 10ths, and 100ths.
4. Identify the different types of weights and scales used in industry.
5. Identify the different heat measuring devices used in industry.

Academic Year: 2018-2019

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IMT 104

Schematics

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IMT 108

Introduction to Industrial Technology

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course will provide information needed to help in choosing a career in selected industrial areas. The student will be subjected to some of the tasks and skills that would be expected of a person working in the field.

Course Topics:

- Common industrial materials
- Career Fields
- Technology Innovations
- Past and Future Technologies

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the characteristics and applications of various types of manufacturing processes in the modern manufacturing plant.
2. Identify and explain the representative types of materials used in manufacturing products that are produced in various manufacturing plants.
3. Describe the characteristics and applications of various types of manufacturing support processes in a typical manufacturing plant.
4. Identify the various elements of a Quality Assurance /Control program used in the process of manufacturing.
5. Explain how advances in technology has impacted manufacturing since the Industrial Revolution.

Academic Year: 2018-2019

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IMT 110

Industrial Instrumentation

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers fundamentals of pressure, flow, level, and temperature instrumentation.

Course Topics:

- Pressure Laws
- Temperature Conversions
- Technology Innovations in Instrumentation
- Past and Future Technologies
- Safety

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the safe and correct use of a multi-meter.

2. Demonstrate the safe and correct usage of an am-probe.
3. Identify the correct safety Personal Protective Equipment for various jobs.
4. Demonstrate the ability to read pressure gages.
5. Demonstrate the correct usage of tachometers.

Academic Year: 2018-2019

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IMT 112

Hand Tool Operations

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the use of hand tools and their applications in industrial and service areas.

Course Topics:

- Proper hand and power tool usage
- Tool safety
- Layout and bench work
- Measuring tools

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Calculator-(TI-30xa preferred)

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the safe and correct use of a torque wrench.
2. Demonstrate the safe and correct usage of a hacksaw.
3. Identify the correct safety personal protective equipment for various jobs.
4. Demonstrate the ability to perform layout work.
5. Demonstrate the correct usage of a drill press and other power tools.

Academic Year: 2018-2019

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IMT 114

Benchwork and Assembly

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

Course Topics:

- Proper hand and power tool use
- Tool safety
- Layout and benchwork
- Measuring tools

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses
- 6" Ruler

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use industrial hand and power tools.
2. Perform lalyout and benchwork.
3. Use precision measuring equipment.
4. Use drill, arbor, and hydraulic presses.

Academic Year: 2018-2019

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IMT 120

Mechanical Installations

Hours: Class 3, Lab 6, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment.

Course Topics:

- Mensuration & Calculations
- Rigging Equipment
- Safety
- Hoist and Cranes
- Appropriate rope, chain, and sling selection
- Machinery and equipment installation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses
- Tool kit

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform a safe lift, using both power-operated and hand-operated equipment.
2. Use cranes and hoists to relocate machinery.
3. Use ladders and scaffolding safely.
4. Inspect rigging and lifting equipment in order to recognize and use only safe and properly maintained equipment.
5. Install machinery by applying the principles of setting, leveling, alignment, and anchoring.
6. Troubleshoot machinery.
7. Disassemble and reassemble machinery.

Academic Year: 2018-2019

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IMT 124

Pumps

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers packings, seals, couplings, and alignment of pumps.

Course Topics:

- Types of pumps and applications
- Seals and packing
- Leveling and alignment of pumps
- Pump efficiencies
- Valves
- Safety

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator

- Safety glasses
- Tool kit

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Troubleshoot positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.
2. Remove positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.
3. Repair (including identifying proper replacement parts) positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.
4. Install positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.
5. Perform basic shaft alignments for horizontally-mounted equipment.

Academic Year: 2018-2019

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IMT 131

Hydraulics & Pneumatics

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers the basic technology and principles of hydraulics and pneumatics.

Course Topics:

- Pascal's Laws
- Gas Laws
- Seals and packing
- Applications of fluid power
- Various valves
- Safety

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses
- Tool Kit

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify hydraulic and pneumatic operations, systems, and components.
2. Identify the basic principles of hydraulic power.
3. Assemble various working hydraulic circuits from schematic and pictorial drawings.
4. Demonstrate the correct procedure in the breakdown, inspection and repair of hydraulic and pneumatic cylinders.
5. Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic valves.
6. Disassemble, inspect, and test the operation of various pumps.
7. Demonstrate safety and good work habits.

Academic Year: 2018-2019

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IMT 161

Mechanical Power Applications

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

Course Topics:

- Shafting
- Couplings
- Drive systems
- Gear boxes
- Safety

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses
- Tool kit

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IMT 163

Problem Solving for Mechanical Applications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.

Course Topics:

- Basic Mathematical Concepts
- Basic Mechanical Concepts
- Gears
- Bearings
- Vibration Analysis
- Safety

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Calculate various mathematical problems.
2. Define the fundamental units used to analyze mechanical problems and the basic derived units such as force and pressure.
3. Develop and demonstrate critical thinking skills.
4. Construct and use simple machines.
5. Demonstrate the solution of simple linear and quadratic equations.

Academic Year: 2018-2019

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IMT 171

Manufacturing Skills Standards Council Certificate I

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment.

Course Topics:

- Safety issues
- Safety Programs
- OSHA

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. State the objectives and functions of OSHA regarding employees' and employer's rights and responsibilities of safety and health.
2. Describe and demonstrate materials handling and industrial plant safety.
3. Describe how to prevent and respond to medical and environmental emergencies.
4. Describe the impact of safety in the workplace.
5. Applies rules/principles to scenario situations.

Academic Year: 2018-2019

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IMT 172

Manufacturing Skills Standards Council Certification II

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of quality and continuous improvement as one of four key manufacturing portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality.

Course Topics:

- Quality issues and standards
- Logistics
- Inventory control

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IMT 173

Manufacturing Skills Standards Council Certification III

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution.

Course Topics:

- Manufacturing Processes
- Production Control
- Inventory control
- Warehousing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IMT 174

Manufacturing Skills Standards Council Certification IV

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance, and routine repairs.

Course Topics:

- Maintenance Processes
- Preventive Maintenance
- Predictive Maintenance
- Reactive Maintenance
- Inspections

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IST 166

Network Fundamentals

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

Course Topics:

- Network Devices
- Network Addressing
- Network Services
- Wireless Technology
- Security
- Troubleshooting

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Optional 3 ring binder for lab manual

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IST 201

Cisco Internetworking Concepts

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

Course Topics:

- Internetworking Devices.
- Common Types of Networks.
- The OSI Model.
- TCP/IP
- IP Addressing and Routing.
- Subnetting IP Networks.
- Network Protocols and Communications.
- Operating and Configuring Cisco IOS Devices.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the devices and services used to support communications in data networks and the Internet.
2. Describe the role of protocol layers in data networks.

3. Explain the importance of addressing and naming schemes at various layers of data networks in IPv4 and IPv6 environments.
4. Design, calculate, and apply subnet masks and addresses to fulfill given requirements in IPv4 and IPv6 networks.
5. Explain fundamental Ethernet concepts such as media, services, and operations.
6. Build a simple Ethernet network using routers and switches.
7. Use Cisco command-line interface (CLI) commands to perform basic router and switch configurations.
8. Utilize common network utilities to verify small network operations and analyze data traffic.

Academic Year: 2018-2019

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IST 202

Cisco Router Configurat

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

Course Topics:

- Static Routing
- Dynamic Routing
- RIPv2
- OSPF
- Access Control Lists
- IOS File Management

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Lab notebook

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the purpose, nature, and operations of a router, routing tables, and the route lookup process.
2. Configure and verify static routing and default routing.
3. Describe dynamic routing protocols, distance vector routing protocols, and link-state routing protocols.
4. Configure and troubleshoot basic operations of routers in a complex routed network for IPv4 and IPv6.
5. Configure and troubleshoot advanced operations of routers, implementing RIPv2 and OSPF routing protocols for IPv4 and IPv6.
6. Describe the purpose and types of access control lists (ACLs).
7. Configure, monitor, and troubleshoot ACLs for IPv4 and IPv6.
8. Manage Cisco IOS Software licensing and configuration files.

Academic Year: 2018-2019

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IST 203

Advanced Cisco Router Configuration

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of configuring Cisco routers.

Course Topics:

- Multi- area OSPF
- EIGRP
- Link Aggregation
- Adjust and Troubleshoot Single-Area OSPF
- Spanning Tree Protocol (STP)
- VLAN Trunk Protocol (VTP)

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Configure and troubleshoot routers and switches.
2. Configure and troubleshoot STP operations.
3. Configure and troubleshoot VTP and RSTP.

4. Configure and troubleshoot advanced operations of routers, implementing EIGRP routing protocols.
5. Configure and troubleshoot Multi-area OSPF.

Academic Year: 2018-2019

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IST 204

Cisco Troubleshooting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of troubleshooting network problems.

Course Topics:

- Frame Relay.
- VPNs
- Point-to-Point Connections.
- Network Address Translation for IPv4.
- Troubleshooting the Network.
- Securing the Network. (IPSec)
- Connecting to the WAN.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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IST 222

Introduction to Webpage Production

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is designed to develop skills in using common office and web development software to produce webpage content.

Course Topics:

- Introduction to the World Wide Web and Internet
- Accessibility
- Coding with XHTML
- Formatting web pages CSS style sheets
- Web Page Layouts
- Web multimedia and interactivity

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- A computer with Internet access.
- Internet Explorer 8.0 (or higher) or other current browser
- Word processing software (must be able to save in a Microsoft Word format)

- A text editor such as Notepad++ (available free from <http://notepad-plus-plus.org/>)
- Up-to-date antivirus program
- USB Flash drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the World Wide Web, the Internet, Web Standards, and Accessibility.
2. Identify and use basic XHTML tags.
3. Use Cascading Style Sheets (CSS) to format web pages.
4. Organize and layout a web site.
5. Use multimedia and interactivity on a web page.

Academic Year: 2018-2019

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IST 257

LAN Network Server Technologies

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery.

Course Topics:

- Successfully installing and configuring server software in a virtual environment.
- Installing, configuring, and managing Active Directory, DNS, DHCP and IIS
- Using monitoring tools to evaluate server performance
- Managing system reliability and availability

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Server 2012 Operating System DVD or ISO file
A DVD comes shrink-wrapped with textbook if purchased in SCC Book Inn
- One USB Flash drive – bring to class every day!

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Compare server operating systems.
2. Recognize what is involved in the preparation for and install of server operating systems.
3. Demonstrate understanding of primary roles in Server 2012.
4. Configure and manage data storage.
5. Identify ways to monitor and analyze the server environment.

Academic Year: 2018-2019

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IST 261

Advanced Network Administration

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.

Course Topics:

- Project management
- Design, planning and implementation of a network solution
- Project documentation
- Physical Design
- Logical Design

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Lab book

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Design, plan and implement a network solution for solving a specific business problem.
2. Demonstrate business and professional presentation skills.
3. Summarize and record planned activities and document executed activities, problems encountered, and solutions.
4. Work collaboratively in a team environment.
5. Apply independent learning skills to new technologies.

Academic Year: 2018-2019

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IST 290

Special Topics in Information Sciences

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers special topics in information sciences technologies.

Course Topics:

- Preparation for CCNA certification test

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Notebook for study notes
- CCNA preparation software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Implement and operate a network consisting of PCs, routers and switches.
2. Troubleshoot networks.
3. Describe network terminology.
4. Configure Routing protocols and concepts.
5. Describe WAN technologies.

Academic Year: 2018-2019

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IST 291

Fundamentals of Network Security I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of intro levels of security processes based on a security policy, emphasizing hands-on skills in areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Course Topics:

- Principles of cybersecurity
- Security policy design and management
- Firewalls, intrusion detection and other countermeasures on computer network systems
- Legal, ethical, and governmental security laws
- Disaster recovery strategy and procedures
- Ethical hacking and countermeasures

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the basic principles of computer and network security.
2. Demonstrate knowledge of security policy design and management.
3. Identify network perimeter threats and monitor perimeter security for a network.
4. Identify, respond to, and assist in the formal investigation of security incidents.
5. Protect information in an organization by using authentication and access control.

Academic Year: 2018-2019

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ITP 101

Introduction to Interpreting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of the profession of interpreting, the role and function of an interpreter, the National Registry of Interpreters Code of Ethics and Professionalism. The basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification processes are introduced.

Course Topics:

- Social constructs of communication
- Links between language and culture
- Individualist and Collectivist world views
- Cultural and medical models of disability
- Disability law
- Oppression and paternalism in Deaf history
- Interpreting terminology and practices
- Language vs. signing systems
- Professionalism and Ethics
- Frameworks of interpreting theory
- Settings
- General business practices

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- D2L access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate how one overcomes cultural bias and mediates interpersonal exchanges with multi-cultural participants.
2. Classify linguistic registers used in communication and the settings in which they are used.
3. Compare ASL to manually coded systems and spoken English, including sentence structures and rules of interchange.
4. Discuss interpreting models and what comprises an effective interpreter.
5. Describe the history of interpreting and the role of the Registry of Interpreters for the Deaf.
6. Identify professional behavior by applying the Registry of Interpreters for the Deaf Code of Professional Conduct.

Academic Year: 2018-2019

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ITP 104

Interpreting in Educational Settings

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take ITP 101.

Co-requisite:

Course Description:

This course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and postsecondary.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 110

Discourse Analysis

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introduction to discourse analysis of both ASL and English. Students will study general discourse issues as well as topics specific to ASL and spoken English. This course also outlines implications for accurate interpretation in analyzing the source and target languages.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 112

Translation

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take ASL 202.

Co-requisite:

Course Description:

This course is an introduction to the study of meaning-based translation between ASL and English texts. It provides an extensive discussion of problems encountered in the translation process between the two languages.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 204

English to ASL Interpreting I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the concept of interpreting and establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 205

English to ASL Interpreting II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides advanced studies in interpreting between spoken English and American Sign Language. The course enhances processing skills. Students will use consecutive and simultaneous forms of interpreting.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 206

ASL to English Interpreting I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is designed to teach students to take the source signed message in ASL or contact varieties to the target language of spoken English. It features both instruction and practical application in simulated situations. Students will develop their use of register, word choice, and intonation.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 207

ASL to English Interpreting II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is designed to offer advanced studies in sign to voice interpreting. It features both consecutive and simultaneous interpreting methods. Students will continue developing their use of register, word choice, and intonation while focusing on accurate interpretation of source language intent.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 212

Interpreting in Special Settings

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of basic theories for community interpreting in specialized settings and adapts the techniques used for individual consumer needs.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 214

Business Practices for Interpreting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax agencies and planning, protecting oneself physically, current practices of interpreting services and how they impact the independent contractor.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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ITP 240

Interpreting Internship

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is designed to allow students to gain practical experience, assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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LOG 110

Introduction to Logistics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user.

Course Topics:

- Supply Chain Management
- Customer Relationship Management
- Procurement
- Manufacturing
- Inventory
- Transportation

- Warehousing
- Packaging and Handling
- Network Design
- Risk Management

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Internet Explorer 5.0 or higher or other current browser
- Java, word processing software (must be able to save Word format), and anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the foundations of Logistics.
2. Describe the Supply Chain Logistics Management Elements.
3. Identify the Supply Chain Logistics Components.
4. Describe Supply Chain Logistics and Design and Operations.

5. Explain important decisions associated with Supply Chain Logistics Administration.

Academic Year: 2018-2019

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LOG 111

Warehouse and Distribution Center Operations

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirements and practices, concepts of warehouse design, material flow, inventory management and packaging.

Course Topics:

- Supply Chain Management
- Distribution Centers
- Warehousing Management
- Design and Layout
- Transportation
- Personnel Needs
- Packaging and Handling
- Locations
- Safety and Security

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Internet Explorer 5.0 or higher or other current browser
- Java, word processing software (must be able to save Word format), and anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the foundations of warehousing and distribution centers.
2. Describe the warehousing and distribution center management elements.
3. Identify the warehousing and distribution center components.
4. Describe strategies associated with warehousing and distribution center operations.
5. Explain important elements associated with safety and security.

Academic Year: 2018-2019

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LOG 235

Traffic Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.

Course Topics:

- Supply Chain Management

Regulations and Public Policy

- Costs and Pricing
- Types of Carriers
- Risk Management
- Global Impact
- Third Party Logistics
- Private and Fleet Management

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Internet Explorer 5.0 or higher or other current browser
- Java, word processing software (must be able to save Word format), and anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the relationship between Transportation and the Economy.

2. Describe the Transportation Regulation Elements.
3. Identify the Transportation Management Components.
4. Describe Types of Carriers.
5. Explain important elements associated with Risk Management.

Academic Year: 2018-2019

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MAT 031

Developmental Mathematics Basics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.

Course Topics:

- Whole Numbers (without a calculator)
- Fractions (without a calculator)
- Decimals (without a calculator)
- Ratio and Proportion (without a calculator)

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Loose-leaf notebook
- Paper and pencils

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

F 0 – 69

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve problems involving whole numbers without a calculator.
2. Solve problems involving multiplication and division of fractions and mixed numbers without a calculator.
3. Solve problems involving addition and subtraction of fractions and mixed numbers without a calculator.
4. Solve problems involving decimals without a calculator.
5. Solve problems involving ratio and proportion without a calculator.

Academic Year: 2018-2019

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MAT 032

Developmental Mathematics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

Course Topics:

- Signed Numbers
- Introduction to Algebra
- Percent
- Measurement
- Geometry
- Statistics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Loose-leaf notebook
- Paper and pencils
- Calculator

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

F 0 – 69

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve problems involving rational numbers without a calculator.
2. Solve problems involving basic algebra.
3. Solve problems involving percents.
4. Solve problems involving measurements.
5. Solve problems involving geometry.
6. Solve problems involving basic statistics.

Academic Year: 2018-2019

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MAT 101

Beginning Algebra

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

Course Topics:

- Perform operations with signed numbers using addition, subtraction, multiplication, or division without the use of a calculator.
- Solving linear equations
- Graphing linear equations
- Completing operations with powers
- Factoring algebraic expressions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator may be used beginning with Chapter 2.
Any other device must be approved by the instructor of the course.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Perform operations with signed numbers using addition, subtraction, multiplication, or division.
2. Solve linear equations and inequalities using operations of addition, subtraction, multiplication, and division.
3. Graph linear equations by plotting points or using slope/intercept.
4. Complete operations with powers using rules for exponents.
5. Factor polynomials using the most appropriate factoring strategy.

Academic Year: 2018-2019

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MAT 102

Intermediate Algebra

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Course Topics:

- Factoring Polynomials
- Rational Expressions
- Solving Systems of Linear Equations
- Rational Exponents, Radicals, and Complex Numbers
- More Functions and Graphs
- Quadratic Equations and Functions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator.
- Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Simplify rational expressions using basic operations.
2. Solve linear system of equations using elimination, substitution, or graphing methods.
3. Solve equations involving rational expressions using basic operations.
4. Simplify radical expressions by utilizing appropriate properties.
5. Manipulate quadratic functions using factoring, completing square, quadratic formula, or graphing.

Academic Year: 2018-2019

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MAT 103

Quantitative Reasoning

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include equations and inequalities, exponential equations, applications involving proportions and conversion of units, logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

Course Topics:

- Linear equations, linear inequalities and exponential equations
- Ratio, proportion, or percentages in problem calculations
- Logical reasoning and problem solving
- Applications in probability
- Applications in statistics
- Money management and personal finance

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve equations or inequalities using operations of addition, subtraction, multiplication, or division.
2. Calculate probabilities of events using theoretical or empirical methods.
3. Collect data using appropriate sampling techniques.
4. Determine the complement, intersection or union of sets using set operations.
5. Interpret and determine truth values using symbolic logic.

Academic Year: 2018-2019

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MAT 110

College Algebra

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.

Course Topics:

- Complex Numbers
- Quadratic Equations
- Graphs and Functions
- Polynomial and Rational Functions
- Exponential and Logarithmic Functions
- Systems of Linear Equations and Inequalities
- Matrices and Determinants

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Classroom Conduct/Expectations
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- Withdrawal Policy

Student Learning Outcomes:

1. Analyze nonlinear functions by graphing and using transformations.
2. Demonstrate an understanding of the complex number system by performing basic operations to simplify complex number expressions.
3. Solve polynomial and rational functions by applying appropriate methods; or solve polynomial and rational inequalities by graphing.
4. Evaluate exponential or logarithmic functions by applying specific properties.
5. Solve systems of equations by employing graphing, applying algebraic methods, or using matrices.

Academic Year: 2018-2019

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MAT 111

College Trigonometry

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. (Prerequisite: College Algebra)

Course Topics:

- Trigonometric Functions
- Trigonometric Identities and Equations
- Applications of Trigonometric Functions
- Conic Sections

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

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

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Add/Drop period
- Appeals Process
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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve problems involving triangles by using trigonometric strategies.
2. Graph trigonometric functions by using transformations.
3. Verify identities by simplifying trigonometric expressions.
4. Solve trigonometric equations by using fundamental identities and the unit circle.
5. Evaluate vectors by using operations, graphing, or polar geometry.
6. Translate conic sections by manipulating the standard form of the equations.

Academic Year: 2018-2019

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MAT 120

Probability & Statistics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

Course Topics:

- Descriptive Statistics
- Probability
- Discrete Probability Distributions
- Normal Probability Distributions
- Confidence Intervals
- Hypothesis Testing with One Sample
- Correlation and Regression

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize statistical data using appropriate statistics.
2. Construct graphical representations of data sets.
3. Calculate probabilities of events using appropriate counting, set, probability, or distribution rules.
4. Calculate probabilities of events using symmetric, bell-shaped distributions.
5. Construct confidence intervals or test statistical hypotheses about the population mean using symmetric, bell-shaped distributions.

Academic Year: 2018-2019

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MAT 130

Elementary Calculus

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions; and interpretation and application of these processes. (Prerequisite: College Algebra)

Course Topics:

- Limits of various functions
- Differentiation of various functions, including logarithmic and exponential functions.
- Integration of various functions, including integration by substitution and by parts.
- Application problems not limited to related rates and optimization with emphasis on real-world business applications

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Appeals Process
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- Classroom Conduct/Expectations
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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate limits of functions using their graphs and/or equations.
2. Determine derivatives for functions using power rule, product rule, quotient rule, and/or chain rule.
3. Apply the concepts of derivatives in the context of rate of change to solve velocity or acceleration problems.
4. Construct graphs of functions using the properties of the first and second derivatives.
5. Calculate the area under the curve or between the curves using a definite integral.
6. Apply the concepts of limits, derivatives or integrals to solve problems involving functions unique to business applications.

Academic Year: 2018-2019

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MAT 132

Discrete Mathematics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: mathematical logic and proofs; set operations; relations and digraphs; functions; recurrence relations; and combinatorics. (This course is designed primarily for computer science students.)

Course Topics:

- Logic and Sets
- Basic Proof Writing
- Elementary Number Theory including Indexed by Integers: Sequences
- Relations and Functions
- Basic Counting: Combinatorics
- Basic Graph Theory

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Assess the validity of an argument using symbolic logic or truth tables
2. Prove logical statements using the most appropriate method which may include if-then, contradiction, or splitting into cases.
3. Identify terms of a sequence by using a closed form equation or a recursive formula
4. Apply the definition of relations and functions to determine if a function is one-to-one, onto, or bijective.
5. Apply fundamental counting principles to solve combinatorial problems.
6. Demonstrate a working knowledge of graph theory using paths, circuits or trees.

Academic Year: 2018-2019

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MAT 140

Analytical Geometry and Calculus I

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. (Prerequisite: a college algebra course and a college trigonometry course or pre-calculus)

Course Topics:

- Limits and Their Properties
- Differentiation
- Applications of Differentiation
- Integration
- Logarithmic, Exponential, and Other Transcendental Functions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate limits by numerical, graphical, or analytical methods.
2. Solve differentiation problems by power, product, quotient, and/or chain rules.
3. Sketch curves by determining intercepts, increasing, decreasing, extrema, concavity, inflection points, and/or asymptotes.
4. Solve application problems by using optimization or related rates strategies.
5. Solve integration problems using the power rule, u-substitution, or transcendental function methods.

Academic Year: 2018-2019

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MAT 141

Analytical Geometry & Calculus II

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. (Prerequisite: Analytical Geometry and Calculus I)

Course Topics:

Applications of Integration

- Integration Techniques, L'Hopital's Rule, and Improper Integrals
- Infinite Series

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Calculate volume using the disk, washer, shell, or slicing methods.
2. Calculate arc length or surface area using integration.
3. Solve integration application problems using work, center of mass, or fluid force methods.
4. Evaluate integrals by utilizing integration by parts, trigonometric substitution, partial fractions, or tables.
5. Prove convergence or divergence of an infinite series by applying the geometric, p-series, integral, or ratio tests.

Academic Year: 2018-2019

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MAT 152

Elementary Algebra

Hours: Class 5, Lab 0, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: operations with signed numbers and algebraic expression; solving linear equations; factoring; and an introduction to graphing.

Course Topics:

- Performing operations with signed numbers
- Solving linear equations
- Graphing linear equations
- Completing operations with powers
- Factoring algebraic expressions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator may be used beginning with Chapter 2.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform operations with signed numbers using addition, subtraction, multiplication, or division without the use of a calculator.
2. Solve linear equations using operations of addition, subtraction, multiplication, or division.
3. Graph linear equations by plotting points or using slope/intercept.
4. Complete operations with powers using rules for exponents.
5. Factor polynomials using the most appropriate factoring strategy.

Academic Year: 2018-2019

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MAT 153

Elementary Algebra II

Hours: Class 5, Lab 0, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of the properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations.

Course Topics:

- Factoring Polynomials
- Rational Expressions
- Solving Systems of Linear Equations
- Rational Exponents, Radicals, and Complex Numbers
- More Functions and Graphs
- Quadratic Equations and Functions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator.

Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Factor different types of expressions by applying the appropriate factoring method.
2. Solve linear system of equations using elimination, substitution, or graphing methods.
3. Solve problems involving rational expressions using basic operations.
4. Simplify radical expressions by utilizing appropriate properties.
5. Manipulate quadratic functions using factoring, completing square, quadratic formula, or graphing.

Academic Year: 2018-2019

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MAT 155

Contemporary Mathematics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics.

Course Topics:

- Problem Solving
- Number Theory and the Real Number System
- Algebra: Equations and Inequalities
- Algebra: Graphs, Functions, and Linear Systems
- Consumer Mathematics and Financial Management
- Measurement
- Geometry

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform basic operations involving real numbers by using properties of operations.
2. Solve problems containing algebraic expressions by applying rules of equality or inequality.
3. Solve geometric problems of measurement using appropriate geometric formulas and rules of algebra.
4. Describe data by applying the appropriate statistical strategies.
5. Solve financial management problems of saving and investing by applying rules for simple and compound interest.
6. Graph a linear equation using slope-intercept form or by using a table.

Academic Year: 2018-2019

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MAT 160

Math for Business and Finance

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Course Topics:

- Percents and their applications
- Payroll and Income Tax
- Installment Buying
- Markups and Markdowns
- Depreciation
- Simple interest
- Compound interest

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate commissions, mark-up, or mark-down using the percent equation.
2. Calculate gross earnings using appropriate financial methods.
3. Interpret payroll taxes using IRS tax tables.
4. Calculate interest on investments or debts using interest equations.
5. Determine the face value needed to achieve the desired proceeds for a simple discount note in an application problem.

Academic Year: 2018-2019

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MAT 170

Algebra, Geometry, and Trigonometry I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

Course Topics:

- Pre-Algebra

- Basic Algebra
- Practical Plane Geometry
- Solid Figures
- Triangle Trigonometry

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve problems using real numbers by using properties of operations.
2. Solve applied problems using algebraic expressions, equations, and formulas.
3. Apply properties of plane Geometry to perform tasks with angles and geometric figures.
4. Calculate surface area and volume using formulas for solid figures.
5. Solve problems involving triangles by using trigonometric strategies.

Academic Year: 2018-2019

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MAT 211

Math for Elementary Education I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

Course Topics:

- Problem Solving
- Numeration Systems and Sets
- Whole Numbers and Their Operations
- Number Theory
- Integers
- Rational Numbers and Proportional Reasoning

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve problems using the strategies of discovering patterns, using inductive reasoning, using Polya's four step process or using the calculator.
2. Perform and model calculations in different numerations systems.
3. Perform operations on sets, whole numbers or functions using correct algorithms.
4. Calculate basic operations on real numbers using the appropriate models or algorithms.
5. Calculate basic operations on rational numbers using the appropriate models or algorithms.

Academic Year: 2018-2019

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MAT 212

Math for Elementary Education II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

Course Topics:

- Decimals, Rational Numbers and Percents
- Real Numbers and Algebraic Thinking
- Probability
- Data Analysis and Statistics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Perform calculations with rational numbers, decimals, or percents using appropriate algorithms.
2. Translate word phrases into algebraic expression using appropriate vocabulary to represent mathematical operations.
3. Construct an arrow diagram, table, or graph given a function.
4. Calculate probability using appropriate definitions or formulae.
5. Display, interpret, and analyze statistical data using measures of central tendency or dispersion.

Academic Year: 2018-2019

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MAT 215

Geometry

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

Course Topics:

- Introductory Geometry
- Construction, Congruence, and Similarity
- Congruence and Similarity
- Area, Pythagorean Theorem, and Volume

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and classify geometric figures by using the appropriate definitions and symbols.
2. Measure angles using the appropriate tools, definitions or theorems.
3. Convert between and within the U.S. customary and the metric systems of measurement using dimensional analysis or proportional equations.
4. Evaluate application problems using the Pythagorean Theorem and distance formula.

5. Calculate perimeter, area and volume of geometric figures by using appropriate mathematical formulas.
6. Construct geometric figures using a compass and straightedge.

Academic Year: 2018-2019

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MAT 220

Advanced Statistics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.

Course Topics:

- Confidence Intervals
- Hypothesis Testing with One Sample
- Hypothesis Testing with Two Samples
- Correlation and Regression
- Chi-Square Tests and the F-Distribution
- Nonparametric Tests

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Estimate the value of population parameters by constructing confidence intervals.
2. Test hypotheses for one sample using probability distributions
3. Test hypotheses that compare multiple samples using probability distributions.
4. Test for distribution fit or independence by evaluating a Chi Square probability distribution.
5. Perform hypothesis tests by using nonparametric statistics.

Academic Year: 2018-2019

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MAT 240

Analytical Geometry & Calculus III

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and stokes' and green's theorems. (Prerequisite: Analytical Geometry and Calculus II)

Course Topics:

- Vectors and the Geometry of Space
- Vector-Valued Functions
- Functions of Several Variables
- Multiple Integration
- Vector Analysis

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve three dimensional problems using vectors, lines, or planes.
2. Solve problems within cylindrical or spherical coordinate systems.
3. Solve vector-valued functions by applying differentiation or integration.
4. Solve problems with functions of several variables using partial differentiation.
5. Solve problems using iterated integrals.

Academic Year: 2018-2019

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MAT 242

Differential Equations

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods. (Prerequisite: Analytic Geometry and Calculus III)

Course Topics:

- Introduction to Differential Equations
- First-Order Differential Equations
- Mathematical Models and Numerical Methods Involving First-Order Equations
- Linear Second-Order Equations
- Laplace Transforms
- Series Solutions of Differential Equations
- Matrix Methods for Linear Systems
- Eigenvalue Problems and Sturm-Liouville Equation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Texas Instruments TI-83 or TI-84 graphing calculator.
Any other device must be approved by the instructor of the course.

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Solve problems by determining if a given function is a solution.
2. Solve differential equations by separable, linear, or exact equations methods.
3. Solve application problems using first-order differential equations.
4. Solve a differential equation by improved Euler's method, Taylor, or Runge-Kutta methods.
5. Solve second-order equations using homogeneous, non-homogeneous, or the method of undetermined coefficients strategies.

Academic Year: 2018-2019

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MED 102

Introduction to the Medical Assisting Profession

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

Course Topics:

- Medical Assisting as a Profession
- Therapeutic Communication Skills
- Recognizing Various Coping Skills
- Law, Ethics, and Bioethics
- Greater Concept of Law
- Regulations and Professional Liability
- Impact of Cultural Influence
- Scarce Medical Resources
- Genetic Testing and Genetic Screening
- Ethical and Legal Guidelines

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Up-to-date anti-virus software.

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MED 105

Medical Assisting Office Skills I

Hours: Class 3, Lab 6, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office

machine use.

Course Topics:

- Identifying Basic computer Systems
- Effective Telecommunication
- Medical Office Organizational Tasks
- Medical Office Correspondence

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pin Drive
- Mouse and Mouse Pad

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MED 108

Common Diseases of the Medical Office

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment.

Course Topics:

- Mechanisms of Disease
- Structural Organization of the Human Body
- Disease Processes
- Signs and Symptoms, Diagnostic Procedures, and Treatments for Disease

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the mechanisms of disease including definitions of diagnosis, prognosis, cure, treatment, immunities, and infectious processes.
2. Explain the structural organization of the human body.
3. Explain normal structure and function of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems.
4. Discriminate between disease processes of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems.
5. Explain signs and symptoms, diagnostic procedures, and treatments for diseases of the human body.
6. Identify the interdependent relationships of stress, aging, and wellness in regards to the human body.

Academic Year: 2018-2019

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MED 113

Basic Medical Laboratory Techniques

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

Course Topics:

- Laboratory Organization and Safety Rules
- Compound Microscope
- Quality Assurance and Quality Control Programs
- Demonstrating Proficiency in Diagnostic Methodologies
- Proficiency in Hematology Tests

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Personal protective equipment:

- Masks
- Goggles
- face shields
- protective clothing
- latex gloves

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify laboratory organization and safety rules that must be followed to guard against chemical, physical, and biological hazards.
2. Properly use a compound microscope.
3. Describe quality assurance and quality control programs utilized by the laboratory.
4. Identify and demonstrate proficiency in the three diagnostic methodologies of the urinalysis.
5. Demonstrate proficiency in hematology test performed in the medical office.

Academic Year: 2018-2019

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MED 114

Medical Assisting Clinical Procedures

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Course Topics:

- Necessity and Function of the Medical History
- Assisting the Physician
- Body Examination Techniques
- Sterile Surgical Techniques

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Stethoscope
- Manual blood pressure cuff
- Personal protective equipment:
 - masks
 - goggles
 - face shields
 - protective clothing
 - latex gloves

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the necessity and function of the medical history in patient treatment.
2. Describe methods, positioning, and instruments used in routine physical examinations.
3. Employ medical assisting practices to assist the physician with obstetrics, gynecological, and male reproductive examinations.
4. Employ medical assisting practices to assist the physician with pediatric examinations.
5. Identify expected changes that occur as part of the aging process.
6. Distinguish various techniques used in medical specialty examinations and procedures of the body systems.
7. Identify sterile surgical technique and instruments used in minor surgery. (DASC.MA PLO #4)
8. Demonstrate medical assisting procedures required for patient care in the ambulatory care setting. (DASC.MA PLO #4)

Academic Year: 2018-2019

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MED 116

Medical Office Lab Procedures II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of laboratory techniques commonly used in physicians' offices and other facilities.

Course Topics:

- Proficiency in Immunological Tests
- Proficiency in Microbiology
- Proficiency in Phlebotomy Technique
- Proficiency in Clinical Chemistry Tests

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Personal protective equipment

- Masks
- Goggles
- face shields
- Protective clothing
- Latex gloves

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MED 118

Pharmacology for the Medical Assistant

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

Course Topics:

- Concepts and Legalities with Drug Therapy
- Differentiating Forms of Drugs
- Interpreting, Telephoning, and Writing Prescriptions
- Basic Arithmetic Calculations for Medication
- Administering Nonparenteral Medications
- Administering Parenteral Medications
- Classifications of Drugs and their Effects
- Drug Effects on Body Systems
- Techniques for Successful Medication Administration

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Calculator

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MED 120

Medical Assistant Emergency Preparedness

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides instruction on critical elements of emergency preparedness in the medical office as well as community response in a bioemergency or natural disaster.

Course Topics:

- Bioemergency Preparedness
- Biological Agents
- Planning for a Pandemic
- Basic Principles of First Aid
- Recognizing Emergencies
- Proper Fire Safety

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pin drive

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discuss the importance of bioemergency preparedness for the medical office.
2. Recognize various biological agents that have the potential to be used in bioterrorism events.
3. Discuss the importance of planning for a Pandemic influenza outbreak.
4. Explain the role of the Medical Assistant during a bioterrorism event and pandemic outbreak.
5. Describe the basic principles of First Aid.
6. Identify the physical agents necessary to promote tissue healing.
7. Recognize emergencies in the ambulatory care setting.
8. Practice skills in a mock environment exposure event.
9. Develop preparedness skills through CERT: Community Emergency Response Training.
10. Discuss proper fire safety.

Academic Year: 2018-2019

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MED 134

Medical Assisting Financial Management

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment.

Course Topics:

- Major Types of Insurance Programs
- Use of the ICD-9-CM Codes
- Linking Diagnoses and Procedures
- Billing Procedures
- Medicare and Medicaid
- Managed Care and Private Payer

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pin drive
- Mouse and mouse pad

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MED 158

Clinical Office Experience

Hours: Class 2, Lab 18, Credits 8

Pre-requisite:

Co-requisite:

Course Description:

This course provides practical experience in selected clinical office settings.

Course Topics:

- Professionalism
- Effective Verbal and Non-verbal Communication
- Administrative Office Duties
- Clinical Office Duties
- Clinical Laboratory Duties
- Legal Concepts
- Patient Instruction
- Operational Functions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Stethoscope
- Full Uniform and Uniform Shoes
- Pens/Pencils/Calculator

Grading System:

An overall grade of B or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate professionalism.
2. Demonstrate effective verbal and non-verbal communication.
3. Perform administrative office duties.
4. Perform clinical office duties.
5. Perform clinical laboratory duties.
6. Apply legal concepts.
7. Provide patient instruction.
8. Perform operational functions.
9. Apply medical assisting principles in test taking.
10. Identify how diagnostic imaging relates to the practice of medical assisting.
11. Distinguish various techniques used in medical specialty examinations and procedures of the body systems.

Academic Year: 2018-2019

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MFG 101

Introduction to Manufacturing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

In this course, students examine manufacturing processes and systems, learn manufacturing terminology, assimilate workplace cultures, and identify requirements to work effectively in a manufacturing environment.

Course Topics:

TBD

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

TBD

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MFG 103

Principles of Manufacturing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course prepares students to understand, develop, implement, monitor, control, and improve manufacturing processes.

Course Topics:

TBD

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

TBD

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MFG 104

Introduction to Continuous Improvement

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the fundamentals of continuous improvement in a manufacturing environment. Topics include 5-S, visual systems, waste, quality practices and measurement, production leveling, production flow, preventative maintenance, and safety.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

TBD

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MGT 101

Principles of Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Course Topics:

- Management Functions: Planning, Organizing, Leading, and Controlling.
- Roles of supervisor, first-line managers, and upper management.
- Globalization in the competitive marketplace.
- Overview of Human Resource principles that apply to managers.
- Issues and challenges of leading employees.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
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- Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Compare the Four Primary Functions of Management.
2. Contrast the role of the supervisor with that of the manager.
3. Evaluate the importance of planning and control in management and supervision.
4. Illustrate the challenges of the changing environment of management, including workforce diversity and global competition.
5. Describe the elements associated with organizing a competitive organization.
6. Summarize the issues and challenges of leading employees.
7. Analyze a Fortune 500 company.

Academic Year: 2018-2019

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MGT 110

Office Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

Course Topics:

- Functions of management
- Leadership/management styles
- Employee selection and motivation and related legislation
- Ergonomics
- Workplace safety issues

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- One USB/jump disk or sky drive onto which all typed assignments will be saved

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the functions of management.
2. Examine laws that affect HR management.
3. Compose relevant policy statements.
4. Utilize effective leadership practices.
5. Summarize effective ergonomic principles.
6. Identify workplace safety procedures.

Academic Year: 2018-2019

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MGT 150

Fundamentals of Supervision

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of supervisory principles and techniques required to effectively manage human resources

in an organization. First-line management is emphasized.

Course Topics:

- Roles of employees and supervisors.
- Four principles of management and how they work with supervision.
- Interaction between human resources and supervisors.
- Problem solving and conflict resolution between employees.
- Motivating employees.
- Differences between leaders and managers.
- Communication skills needed for supervisors.
- Using groups in the workplace.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

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

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate the difference between an employee and supervisor.
2. Apply the four principles of management to supervision.
3. Evaluate the importance of human resources and your new role as a supervisor.
4. Apply initiatives for problem solving and conflict resolution.
5. Apply techniques to properly motivate your workforce.
6. Evaluate the difference between leaders and managers.
7. Develop communication skills needed in the 21st Century to become a positive change agent.
8. Effectively use groups in a work setting.

Academic Year: 2018-2019

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MGT 201

Human Resource Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

Course Topics:

- Responsibilities and requirements of the Human Resource Manager's job.
- Legal environment the HRM must operate and comply within.
- Job design, human resource planning, and the employment process.
- HRM's role in overseeing orientation, performance evaluations, career development, training, and organization development.
- Types of benefits available to employees.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- This is a custom textbook made just for SCC MGT 201.
Please purchase in [The Book Inn](#) to insure you receive the proper materials.
- Online component access code sold with textbook in The Book Inn.
- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize the operational environment, responsibilities and requirements of the Human Resource Manager's job.
2. Evaluate the legal environment in which the HRM must balance the needs of the company, the needs of society, and the needs of the individual employee.
3. Compare the relationship between job design, human resource planning, and the employment process.
4. Distinguish the role the HRM plays in orientation, performance evaluations, career development, training, and organization development.
5. Analyze the various types of benefits an organization can offer.
6. Complete a semester long project addressing the development of an Employee Handbook.

Academic Year: 2018-2019

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MGT 206

Management Spreadsheets

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the use of spreadsheet software to support managerial decision-making through the analysis of data.

Course Topics:

- Spreadsheet formulas and functions.
- Spreadsheet charts and graphs.
- Financial formulas and functions.
- Multiple worksheets and workbooks.
- Advanced functions such as Pivot Tables, What-if Analysis and macros.
- Connect external data to a spreadsheet.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MGT 210

Employee Selection and Retention

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=175|tooltip:{{title:1}}\]prefix% %code%\[/permalink\]\]](#).

Course Description:

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.

Course Topics:

- Strategic staffing concept, components, and goals
- The firm's business strategy
- Equal employment opportunity, affirmative action and quotas
- Job descriptions and person specifications
- Common job analysis methods
- Workforce planning process
- Sourcing: identifying recruits
- Recruiting
- Training and developing recruiters
- Applicant attraction strategies
- External assessment goals
- External assessment methods
- Internal assessment methods
- The employment contract
- Orienting and socializing new employees
- Involuntary employee separations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define the components of strategic staffing.
2. Identify relevant and legal interview questions.
3. Create a job advertisement containing all necessary elements.
4. Determine strategies needed for a successful retention plan.
5. Determine an appropriate job offer letter and a turndown response for candidates.

Academic Year: 2018-2019

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MGT 220

Operations Management I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses.

Course Topics:

- Operations Management
- Value Chains
- Technology
- Supply Chain Design
- Processes
- Service and Goods Design
- Facilities
- Work Design

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the foundations of Operations Management and Value Chains.
2. Describe Operations Management Measures.
3. Identify the Supply Chain Management Components.
4. Describe Process Designs and Selection Options.
5. Explain important elements associated with Work Design.

Academic Year: 2018-2019

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MGT 230

Managing Information Resources

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the development, use and management of information resources, and systems in business and industry.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MKT 101

Marketing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

Course Topics:

- Foundation of marketing
- Elements of marketing planning
- Psychology of consumer behavior
- Process of creating, managing, and pricing products
- Services and tangible products
- Elements involved in product distribution
- Elements of the promotional mix

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize the foundation of marketing.
2. Differentiate the elements of marketing planning.
3. Describe the psychology of consumer behavior.
4. Describe the process of creating products.
5. Summarize the process of managing products.
6. Compare services to tangible products.
7. Review the concepts of pricing products.
8. Describe the elements involved in product distribution.
9. Compare the elements that make up the promotional mix.
10. Complete a semester long project addressing the four principles of marketing.

Academic Year: 2018-2019

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MKT 110

Retailing

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

Course Topics:

- The influence of retailing on the American economy
- Planning in retailing
- The retailing environment
- Location analysis
- Management of retail operations
- Retail administration
- New store proposals

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Academic Misconduct
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- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the influence of retailing on the American economy.
2. Summarize the elements of planning in retailing.
3. Contrast the types of forces in the retailing environment.
4. Classify the decisions associated with location analysis.
5. Demonstrate the tools utilized in the management of retail operations.
6. Review issues associated with retail administration.
7. Create a proposal for a new retail store.

Academic Year: 2018-2019

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MKT 120

Sales Principles

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Course Topics:

- The professional sales career
- Components of professional selling
- The base of the sales plan
- The heart of the sales plan
- Building future sales
- Special aspects of the sales career

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save Word format)

- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize how sales have evolved into a professional career.
2. Identify the components that make up the foundation of professional selling.
3. Describe the base of the sales plan. Analyze the elements of the heart of the sales plan.
4. Classify the elements of building future sales.
5. Compare the special aspects of a variety of sales careers.

Academic Year: 2018-2019

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MKT 123

Event Planning and Promotion

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws, and special event promotion.

Course Topics:

- Role of event planners and why clients hire them.
- Different types of events
- Role of the vendor in an event from planning to execution of the event.
- Budgets, contracts, and insurance requirements for different types of events.
- “Behind the scenes” work of events.
- Pre-planning to follow-up processes that event planner takes on.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain what today's event planner does and why clients use event planners.
2. Demonstrate what is involved in a job as an event planner.
3. Describe the importance of each vendor in the process from planning to execution of the event.
4. Break down an event planner's role regarding money, contracts, and insurance for each event.
5. Explain and show the required preliminary work for events.
6. Outline all parts of an entire event from pre-planning to follow-up.
7. Differentiate types of events.

Academic Year: 2018-2019

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MKT 240

Advertising

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

Course Topics:

- Advertising methods for specific target markets.
- Effects of advertising on economic, social, and legal issues in business.
- Advertising campaigns to include: budget, proper media channels, strategy, and creation of the advertisement itself.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Student should have access to a computer with Microsoft Office (Word) and Internet.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Distinguish between the different functions of advertising.
2. Plan efficiently and effectively for the best advertising method based on the target market.
3. Identify the key effects advertising has on economic, social, and legal issues in business.
4. Demonstrate an understanding of how an advertising campaign works, including: budget, proper media channels, strategy, and creation of the advertisement itself.
5. Construct the different stages of a successful advertising campaign.

Academic Year: 2018-2019

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MKT 260

Marketing Management

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.

Course Topics:

- Strategic marketing management and the economy
- Market oriented strategic planning
- Consumer buying behavior

- Market segments and target markets
- Product life cycle
- Positioning
- Product management
- Pricing strategies
- Marketing channels
- Logistics
- Advertising, sales promotions, public relations, and direct marketing
- Marketing plan

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access.
View computer requirements for the online portion of the course at www.sccsc.edu/OnlineSyllabiPolicies/.
- Word processing software (must be able to save Word format)
- Anti-virus software

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Integrity
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 101

Introduction to Medical Laboratory Technology

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

Course Topics:

- Laboratory Safety
- Mathematical calculations pertinent to the lab
- Statistical approaches to evaluate laboratory data
- Venipuncture
- General laboratory skills

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper lab attire (refer to addendum)
- Liquid impervious lab coat, gloves, and face shield (available in SCC Book Inn)

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 102

Medical Lab Fundamentals

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces basic concepts and procedures in medical laboratory technology.

Course Topics:

- Laboratory Safety
- Perform mathematical calculations related to all areas of the clinical laboratory
- Statistical approaches to evaluate laboratory data
- Collect and process blood via venipuncture
- Physical, Chemical and Microscopic components of the Urinalysis

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens. Additional classroom/lab materials and guidelines will be on the course syllabus addendum distributed by the instructor.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Practice standard safety precautions in the clinical laboratory through the use of personal protective equipment (PPE), Material Safety Data Sheets (MSDS), handwashing, and other environmental controls as mandated by the Occupational Safety and Health Administration (OSHA) and the Clinical Laboratory Standards Institute (CLSI).
2. Employ mathematical applications to calculate concentrations and dilutions and metric conversions.
3. Statistically analyze data from processes in the laboratory to assess the diagnostic usefulness of results reported.
4. Perform the phlebotomy procedure to collect a blood sample.
5. Describe the anatomy and physiology of the kidney, how urine specimens are collected and physical properties of urine.
6. Perform and report urine chemical examination including the following analytes: glucose, ketone protein, blood, bilirubin, urobilinogen, nitrite and leukocyte esterase tests in the laboratory.
7. Perform urine microscopics in the laboratory.

Academic Year: 2018-2019

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MLT 105

Medical Microbiology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the processes and procedures used in the processing, culturing, and identifying of medically important organisms.
2. Analyze morphology and biochemical tests for identification of the following:
 - Intestinal, blood, and tissue parasites.
 - Yeasts
 - Thermally dimorphic fungi
 - Dermatophytes
 - Mycobacteria and Nocardia asteroides
 - Anaerobes
3. Differentiate dermatophytes from the common laboratory fungal contaminants.
4. Compare safety procedures and appropriate specimen processing of the medically important Mycoplasma, Chlamydia, Rickettsia, and Viruses.
5. Explain and demonstrate the processes and procedures used in antimicrobial susceptibility testing.
6. Correlate laboratory findings with diseases and treatments.

Academic Year: 2018-2019

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MLT 108

Urinalysis and Body Fluids

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the routine analysis and clinical significance of urine and other body fluids.

Course Topics:

- Urinalysis
 - Physical Aspects
 - Chemical Aspects
 - Microscopic Aspects
- Other Body Fluids
 - Physical Aspects
 - Chemical Aspects

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper lab attire (refer to addendum)
- Liquid impervious lab coat, gloves, and face shield (available in SCC Book Inn)

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 110

Hematology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Take [\[\[permalink=167|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#), [\[\[permalink=168|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#), and [\[\[permalink=169|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red counts, and identification of blood cells.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens. Additional classroom/lab materials and guidelines will be on the course syllabus addendum distributed by the instructor.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 112

Introduction to Parasitology

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 115

Immunology

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=170|tooltip:{{title:1}}\]prefix% %code%\[/permalink\]\]](#), and [\[\[permalink=171|tooltip:{{title:1}}\]prefix% %code%\[/permalink\]\]](#).

Course Description:

This course provides a study of the immune system, disease states, and the basic principles of immunological testing.

Course Topics:

- Basic concepts of immunology, immunity and inflammation.
- Antibodies and Antigens
- Antibody/Antigen reactions
- Cells and soluble mediators of the immune response
- Serological methods and techniques
- Immune response and serological diagnosis of hypersensitivity and autoimmune disorders
- Immune response and serological diagnosis of viral infections
- Immune response and serological diagnosis of selected infectious diseases

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the terminology and basic concepts of immunology, immunity, lines of defense, and inflammation.
2. Describe the structure, synthesis, and function of immunoglobulin.
3. Summarize the Major Histocompatibility Complex and tumor markers.
4. Describe the basic concepts of antigen-antibody reactions.
5. Explain the function of the cells and soluble mediators involved in the immune response.
6. Evaluate serological methods and techniques.
7. Demonstrate mastery of processes and procedures for practicing laboratory safety.
8. Develop the laboratory skills for accurately performing and interpreting serological test results.
9. Correlate laboratory findings with hypersensitivity reactions, selected autoimmune disorders, viral infections, and selected infectious agents.

Academic Year: 2018-2019

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MLT 120

Immunoematology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Take [\[\[permalink=166|tooltip:{{title':1}}\]\]%prefix% %code%\[\[/permalink\]\]](#), [\[\[permalink=168|tooltip:{{title':1}}\]\]%prefix% %code%\[\[/permalink\]\]](#), and [\[\[permalink=169|tooltip:{{title':1}}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 130

Clinical Chemistry

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids,

including testing techniques and clinical significance.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens. Additional classroom/lab materials and guidelines will be on the course syllabus addendum distributed by the instructor.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 131

Clinical Chemistry

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the chemical elements in human blood and body fluids and their relationship to organ system function. Testing methods, interferences, quality control and clinical correlations will be emphasized.

Course Topics:

- Heme and products of heme degradation
- Measurement of electrolytes and arterial blood gases
- Measurement of minerals
- Study of Hormones
- Significance of Therapeutic Drug Monitoring and Toxicology

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper lab attire (refer to addendum)
- Liquid impervious lab coat, gloves, and face shield (available in SCC Book Inn)

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 205

Advanced Microbiology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Take [[permalink=166|tooltip:{{title:1}}]prefix% %code%[/permalink]], [[permalink=167|tooltip:{{title:1}}]prefix% %code%[/permalink]], and [[permalink=168|tooltip:{{title:1}}]prefix% %code%[/permalink]].

Course Description:

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 210

Advanced Hematology

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Take [\[\[permalink=161|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Course Topics:

- RBC maturation, morphology and anemias
- WBC maturation, abnormal morphology and leukemias
- RBC and WBC abnormal differential cell counts
- Platelet counts and Coagulopathies

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens. Additional classroom/lab materials and

guidelines will be on the course syllabus addendum distributed by the instructor.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate normal and abnormal red blood cell maturation/morphology, relating it to abnormal conditions and blood findings.
2. Assess hemoglobin and red cell disorders in relation to clinical and laboratory findings.
3. Interpret laboratory findings in hemolytic and other anemias.
4. Evaluate abnormal differentials of granulocytes, relating them to abnormal conditions and blood findings.
5. Evaluate abnormal differentials of lymphocytes and plasmacytes, relating them to the most probable cause of the condition and abnormal laboratory findings.
6. Evaluate the congenital and acquired thrombocyte and vasculature disorders and the tests used to detect these disorders.
7. Evaluate the congenital and acquired clotting factor disorders.
8. Evaluate the role of the fibrinolytic system in hemostasis and the hypercoagulable state.

Academic Year: 2018-2019

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MLT 219

Clinical Instrumentation

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation, and maintenance.

Course Topics:

- Heme and products of heme degradation
- Measurement of electrolytes and arterial blood gases
- Measurement of minerals
- Study of Hormones
- Significance of Therapeutic Drug Monitoring and Toxicology

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in lab, **students must be wearing** floor-length pants, closed-toe, closed heel shoes. Pants may not have rips, tears, etc. Students must also wear a liquid impervious lab coat, gloves and a face shield (available in SCC bookstore) whenever handling clinical specimens. Additional classroom/lab materials and guidelines will be on the course syllabus addendum distributed by the instructor.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain how Tumor Markers are used in the diagnosis and treatment of cancer.
2. Evaluate test results to assess electrolytes.
3. Evaluate blood gas test results to assess acid-base balance.
4. Evaluate test results to assess mineral metabolism.
5. Evaluate test results to assess the endocrine system.
6. Describe therapeutic drug monitoring and toxicology.
7. Evaluate the results used to assess heme degradation and hepatic disorders.

Academic Year: 2018-2019

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MLT 241

Medical Lab Transition

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.

Course Topics:

- Professional Development
- Resume and interview skills
- Teach a clinical laboratory procedure and write a standard operating procedure.
- Hematology and Hemostasis review
- Chemistry and Urinalysis review
- Immunology and Immunohematology review
- Microbiology Review
- Test taking skills

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In order to participate in one of the Online/Hybrid classes, you need a computer that meets the following minimum requirements:

- Recent computer (last 3 years) with Internet access
- Internet Explorer 7.0 or higher or other current browser
- Java
- Word-processing software (must be able to save Word format)
- and up-to-date anti-virus software.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 251

Clinical Experience I

Hours: Class 1, Lab 12, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Course Topics:

- Performance of tests in areas of Transfusion Medicine (Blood Banking), Hematology, Chemistry, Microbiology, and Urinalysis
- Collecting blood samples via venous and capillary punctures
- Correlating laboratory test results with patient diagnosis and treatment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Each student will be required to attend OSHA and HIPPA training at one of the clinical facilities or complete OSHA and HIPPA training on campus prior to beginning clinical training
- Students must wear a Photo ID while training at the clinical facility. The Photo ID is obtained in Admissions. The student must purchase a lanyard or clip to display the ID on his/her person at all times.
- Prior to entering a Health and Human Services program each student must submit the specific Required Tests/Immunizations Documentation and Medical History forms with appropriate information documented and signed by his/her physician
- At the beginning of the second year of training, each student must be retested for tuberculosis
- A criminal background investigation (CBI) and drug testing are required for each Health and Human Services student who has been accepted into a curriculum program of study with clinical experiences
- All students must wear clean, well-fitting scrubs to class and clinical.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

The final course grade for MLT 251 will be made up of 1 major and 1 minor rotation grade.

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 252

Clinical Experience II

Hours: Class 1, Lab 12, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Course Topics:

- Performance of tests in areas of Transfusion Medicine (Blood Banking), Hematology, Chemistry, Microbiology, and Urinalysis
- Collecting blood samples via venous and capillary punctures
- Correlating laboratory test results with patient diagnosis and treatment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Each student will be required to attend OSHA and HIPPA training at one of the clinical facilities or complete OSHA and HIPPA training on campus prior to beginning clinical training
- Students must wear a Photo ID while training at the clinical facility. The Photo ID is obtained in Admissions.

The student must purchase a lanyard or clip to display the ID on his/her person at all times.

- Prior to entering a Health and Human Services program each student must submit the specific Required Tests/Immunizations Documentation and Medical History forms with appropriate information documented and signed by his/her physician
- At the beginning of the second year of training, each student must be retested for tuberculosis
- A criminal background investigation (CBI) and drug testing are required for each Health and Human Services student who has been accepted into a curriculum program of study with clinical experiences
- All students must wear clean, well-fitting scrubs to class and clinical.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

The final course grade for MLT 252 will be made up of 1 major and 1 minor rotation grade.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MLT 253

Clinical Experience III

Hours: Class 1, Lab 12, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore.

Required Materials:

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate professional behavior consistent with current academic and professional standards.
2. Demonstrate mastery of all procedures in Blood Bank.
3. Demonstrate mastery of all procedures in Clinical Chemistry.
4. Demonstrate mastery of all procedures in Hematology and Hemastasis.
5. Demonstrate mastery of all procedures in Microbiology, Parasitology and Serology.
6. Demonstrate mastery of all procedures in Urinalysis.
7. Demonstrate mastery of all procedures in Blood Collection.

Academic Year: 2018-2019

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MLT 254

Clinical Experience IV

Hours: Class 1, Lab 12, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore.

Required Materials:

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate professional behavior consistent with current academic and professional standards.
2. Demonstrate mastery of all procedures in Blood Bank.

3. Demonstrate mastery of all procedures in Clinical Chemistry.
4. Demonstrate mastery of all procedures in Hematology and Hemastasis.
5. Demonstrate mastery of all procedures in Microbiology, Parasitology and Serology.
6. Demonstrate mastery of all procedures in Urinalysis.
7. Demonstrate mastery of all procedures in Blood Collection.

Academic Year: 2018-2019

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MLT 270

Clinical Applications

Hours: Class 3, Lab 27, Credits 12

Pre-requisite:

Co-requisite:

Course Description:

This course provides sequential practical experience in selected areas of a supervised clinical setting.

Course Topics:

- Performance of tests in areas of Transfusion Medicine (Blood Banking), Hematology, Chemistry, Microbiology, and Urinalysis
- Collecting blood samples via venous and capillary punctures
- Correlating laboratory test results with patient diagnosis and treatment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Each student will be required to attend OSHA and HIPPA training at one of the clinical facilities or complete OSHA and HIPPA training on campus prior to beginning clinical training
- Students must wear a Photo ID while training at the clinical facility. The Photo ID is obtained in Admissions. The student must purchase a lanyard or clip to display the ID on his/her person at all times.
- Prior to entering a Health and Human Services program each student must submit the specific Required Tests/Immunizations Documentation and Medical History forms with appropriate information documented and signed by his/her physician
- At the beginning of the second year of training, each student must be retested for tuberculosis
- A criminal background investigation (CBI) and drug testing are required for each Health and Human Services student who has been accepted into a curriculum program of study with clinical experiences
- All students must wear clean, well-fitting scrubs to class and clinical.

Grading System:

Grades are not rounded. An overall grade of C or higher is required to pass this course.

The final course grade for MLT 270 will be made up of 1 major and 1 minor rotation grade.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTH 120

Introduction to Massage

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. Law for licensure. Swedish techniques are introduced.

Course Topics:

- History and legal considerations of professional touch
- Ethical and professional considerations

Effect, benefits, indications and contraindications of massage

- Safe and sanitary practice of massage and hydrotherapy
- Effective assessment and consultation for massage

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Distinguish the legal considerations of professional touch.
2. Identify individuals throughout the history who have influenced massage therapy today.
3. Recognize the effects, benefits, indications and contraindications of massage.
4. Cite components of the safe and sanitary practice of massage and hydrotherapy.
5. Identify the components of effective consultation and assessment for massage.
6. Prepare the environment and client for administering a full body Swedish massage.

Academic Year: 2018-2019

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MTH 121

Principles of Massage I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

Course Topics:

- Safe and effective massage techniques
- Safe and effective assessment and communication techniques
- Techniques for upper and lower torso
- Professional qualities for corporate massage
- Techniques for a full body massage

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe and demonstrate safe and effective techniques of basic massage.
2. Demonstrate safe and effective assessment and communication techniques.
3. Demonstrate techniques for upper torso massage.
4. Demonstrate techniques for lower torso massage.
5. Demonstrate a routine for corporate massage.
6. Employ professional qualities during participation in public service events for massage.
7. Demonstrate effective techniques for a full body massage.

Academic Year: 2018-2019

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MTH 122

Principles of Massage II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures.

Course Topics:

- Identifying and working with the muscles of the torso, chest and abdomen
- Identifying and working with the muscles of leg, ankle and foot
- Identifying and working with the muscles of back, scapula and posterior neck
- Identifying and working with the muscles of thigh and hip
- Identifying and working with the muscles of the forearm, wrist and hand
- Identifying and working with the muscles of the neck, head and jaw
- Working with sports massage and minute recovery massage
- Self-assessment skills
- Working with deep tissue and Swedish massage techniques

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
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- Class Attendance
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTH 123

Massage Clinical I

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

Course Topics:

- Communication skills in the clinical setting
- Assessment skills to develop and implement a treatment plan
- Professional skills to manage a massage clinic
- Professional skills in giving and keeping records for a professional massage
- Teamwork and management skills using troubleshooting/problem solving skills involved in a massage clinic

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
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- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTH 124

Massage Business Application

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course addresses the basic business skills necessary to operate a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

Course Topics:

- Motivation/intentions for developing a therapeutic massage career
- Marketing strategies and advertising materials for a massage business
- Business management and record keeping
- Business plan and portfolio

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Online Confidentiality
- Services For Students with Disabilities

Withdrawal Policy

Student Learning Outcomes:

1. Determine personal motivation/intentions for developing a therapeutic massage career.
2. Negotiate appropriate employment contracts.
3. Design a marketing strategy and advertising materials for a massage business.
4. Develop a business management and record keeping system.
5. Develop a business plan and portfolio.

Academic Year: 2018-2019

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MTH 126

Pathology for Massage Therapy

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

Course Topics:

- Integumentary System Conditions
- Musculoskeletal System Conditions
- Nervous System Conditions
- Circulatory System Conditions
- Lymph and Immune System Conditions
- Respiratory System Conditions
- Digestive System Conditions
- Endocrine System Conditions
- Urinary System Conditions
- Reproductive System Conditions
- Principles of Cancer

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTH 132

Massage Therapy Seminar

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course includes the integration of didactic and clinical techniques in Massage Therapy.

Course Topics:

- The scientific method and types of research
- Understanding a research publication
- Evidence-based practice

Critical thinking and the quality of information

- Massage effects: what do we know based on the research?

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the scientific method and the typical format for a scientific research publication.
2. Discriminate between low-and high-quality sources of information, and locate peer-reviewed massage research articles.
3. Define evidence-based practice, critical thinking, and clinical reasoning.
4. Describe massage effects which are supported by research, and list areas of current investivation in the massage field.

Academic Year: 2018-2019

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MTH 135

Massage Practicum

Hours: Class 1, Lab 1, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students will observe facility and business operations under supervision of licensed massage therapists or licensed medical staff.

Course Topics:

- The scientific method and types of research
- Understanding a research publication
- Evidence-based practice
- Critical thinking and the quality of information
- Massage effects: what do we know based on the research?

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Appeals Process
- Class Attendance

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- Classroom Conduct/Expectations
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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTH 136

Kinesiology For Massage Therapy

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the affects of massage therapy on the way the body reacts during various activities.

Course Topics:

- Skeletal arthrology – study of the major joints of the body
- Muscular anatomy – attachments, actions, palpation of major muscles of the body
- Neuromuscular physiology – study of how muscles work
- Basic biomechanics – study of movement
- Assessment of active and passive movement, posture, gait
- Stretching techniques for the massage therapist

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of "C" or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Classify and describe the movements of all major joints of the body.
2. Locate, palpate, and name attachments and actions of all the major muscles of the body.
3. List the muscle synergists, antagonists, and stabilizers for the major joints and movements of the body.

Academic Year: 2018-2019

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MTH 137

Anatomy & Physiology for Massage Therapy I

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Take MTH 120.

Co-requisite:

Course Description:

This course will cover anatomy and physiology of the human body, and the effect of massage on particular systems and on the body as a whole. Emphasis is placed on the skeletal, muscular, and nervous systems, including common pathologies of the systems and indications and contraindications for massage.

Course Topics:

Anatomy, Physiology and Pathology of the following systems:

- Skeletal
 - Muscular
 - Fascial
 - Nervous
 - Integumentary
-
- Evidence-based indications and contraindications for massage relative to these systems
 - Palpation and identification of major skeletal muscles of the upper body, including origin, insertion, and action
 - Massage effects related to the above system and to the body as a whole

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

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- Academic Misconduct
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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discuss the fundamentals of human anatomy and physiology related to the integumentary, fascial,

- musculoskeletal and nervous systems of the body.
2. Identify common pathologies of these systems and discuss the implications for massage of any related contraindications.
 3. Discuss indications for massage related to skin, joint, and neuromuscular health; discuss current theories of pain and the effects of massage on pain.
 4. Locate and palpate major skeletal muscles of the upper body, identifying the muscle origin, insertion and action.

Academic Year: 2018-2019

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MTT 111

Machine Tool Theory & Practice

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the basic operation of machine shop equipment.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTT 112

Machine Tool Theory and Practice II

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is a combination of the basic theory and operation of machine shop equipment.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTT 113

Machine Tool Theory and Practice III

Hours: Class 2, Lab 9, Credits 5

Pre-requisite:

Take MTT 112.

Co-requisite:

Course Description:

This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.

Course Topics:

- Shop Safety
- Precision Machining involving Assembly Requirements
- Advanced Shop Math Calculations
- Machinery's Handbook Reference

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator (TI-30XA)
- Clear Safety Glasses
- 3-Piece Machinist Starter Kit:
 - 6" Rule
 - 1" Micrometer
 - 6" Dial Caliper

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MTT 152

Precision Machining II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the operation of basic machine shop equipment with emphasis on milling machines and surface grinders.

Course Topics:

- Shop Safety
- Measurement
- Milling Machines
- Surface grinders

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator TI-30XA
- Clear Safety Glasses
- 3-Piece Machinist Starter Kit:
- 6" Rule
- 1" Micrometer
- 6" Dial Caliper

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize safe and unsafe work practices in a machine shop.
2. Identify basic layout tools, measuring tools, hand tools and accessories.
3. Identify the principles and types of cut-off metal saws and accessories.
4. Identify the main operative parts of the vertical milling machine and the surface grinder.
5. Perform entry level milling procedures and surface grinding procedures.

Academic Year: 2018-2019

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MTT 153

Precision Machining III

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the operation of basic machine shop equipment with emphasis on lathes.

Course Topics:

- Shop Safety
- Measurement
- Lathes

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator TI-30XA
- Clear Safety Glasses
- 3-Piece Machinist Starter Kit:
- 6" Rule
- 1" Micrometer
- 6" Dial Caliper

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain safe and unsafe work practices in a machine shop.
2. Identify the principles and types of cut-off metal saws and accessories.
3. Identify the purpose of the main operative parts of the engine lathe.
4. Perform entry level turning procedures.

Academic Year: 2018-2019

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MTT 249

Introduction to CAM

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.

Course Topics:

- CAD/CAM Geometry
- CNC Programming and Turning Operations
- CNC Programming and Milling Operations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Complete Geometry for Milling and Turning Operations.
2. Practice common CAD/CAM Programming features used in Milling Operations.
3. Practice common CAD/CAM Programming features used in Turning Operations.
4. Create tool paths within the CAM environment.
5. Render cutting simulations for both lathe and mill within the CAM environment.

Academic Year: 2018-2019

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MTT 250

Principles of CNC

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take EGT 152.

Co-requisite:

Course Description:

This course is an introduction to the coding used in CNC programming.

Course Topics:

- G and M Code Programming
- CNC Turning Geometry
- CNC Milling Geometry
- Canned Cycles and Sub-Programming

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the history of CNC machining.

2. Describe programming data and format.
3. Explain the steps for writing turning programs.
4. Explain the steps for writing milling programs.
5. Prepare G and M code programs required to produce machined parts on CNC turning and machining centers.

Academic Year: 2018-2019

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MTT 252

CNC Set Up and Operations

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers CNC setup and operations.

Course Topics:

- Fanuc Controls
- CNC Tooling Geometry and Offsets
- CNC WPCs and Workshifts
- CNC Programming

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses
- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the basic layout of CNC controls.
2. Demonstrate proper start-up procedures.
3. Demonstrate WPC set-up and workshift.
4. Demonstrate tool offsets and tool lengths.
5. Demonstrate basic set-up and programming format.

Academic Year: 2018-2019

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MTT 254

CNC Programming I

Hours: Class 0, Lab 9, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of CNC programming, including machine language and computer assisted programming.

Course Topics:

- Fanuc Controls and Programming
- CNC Tooling Geometry and Offsets
- CNC WPC's and Workshifts
- NIMS Credentialing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses
- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate common programming features required to operate CNC Lathes and Mills
2. Demonstrate CNC techniques for specific machining operations.
3. Demonstrate machining practices using tool offsets and workshifts.
4. Write CNC programs for turning and milling machines.
5. Complete NIMS Level I CNC Turning Operator and CNC Milling Operator Online Exams.

Academic Year: 2018-2019

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MTT 255

CNC Programing II

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Take MTT 254.

Co-requisite:

Course Description:

This course includes CNC programming with simulated production conditions.

Course Topics:

- Polar and Helical Programming
- Sub-Programming Codes
- 4th Axis Programming

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses
- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

Copyright Spartanburg Community College.

MTT 258

Machine Tool Cam

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Take MTT 249.

Co-requisite:

Course Description:

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

Course Topics:

- 4th Axis Programming
- 5th Axis Programming
- Multi-Axis Set-Up
- Post Processors

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses
- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Complete Geometry for Milling and Turning Operations.
2. Demonstrate CAD/CAM Programming features used in Milling Operations.
3. Demonstrate CAD/CAM Programming features used in Turning Operations.
4. Complete Post-Processing Operations for CNC Machining.
5. Create successful CNC programs using the CAM software.

Academic Year: 2018-2019

Copyright Spartanburg Community College.

MTT 270

Operation and Programming of Coordinate Measuring Machines

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

Course Topics:

- Cartesian Measurement
- PC DEMIS Software
- CMM Measurement

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses
- Scientific Calculator (TI-30XA)
- USB Drive

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain Cartesian Measurement.
2. Explain and demonstrate Gaging and Inspection Techniques.
3. Setup, operate and program the CMM.
4. Produce report page comparing an inspected part's measured dimensions to blueprint requirements.
5. Use the controls and software for operating a CMM.

Academic Year: 2018-2019

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MTT 285

NIMS Level I Capstone

Hours: Class 1, Lab 9, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written examinations required by NIMS.

Course Topics:

- NIMS Level I Machining Credentials
- NIMS Level I Machining Projects
- NIMS MET-TEC Inspection

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Clear Safety Glasses
- 3-Piece Machinist Starter Kit:
 - 6" Rule
 - 1" Micrometer
 - 6" Dial Caliper
- Machinery's Handbook

Grading System:

An overall grade of C or higher is required for transferability.

A 5 Credentials

B 4 Credentials

C 3 Credentials

F Less than 3 Credentials

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

Lab Procedures (general SCC policy regarding this)

- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MUS 101

Chorus I

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study and performance of selected choral music.

Course Topics:

- Basics of singing: posture, vowels, breathing
- Rudimentary elements of sight-singing, rhythms, and phrasing
- Common rehearsal techniques within a vocal ensemble
- Practice and perform a variety of styles within the choral genre
- The influence of culture on the choral genre and singing styles

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Music supplies (instructor will provide a list of required supplies the first day of class)
- Additional supplies may be suggested by instructor over the course of the semester
- Anti-virus software

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the basics of singing, such as correct posture, diction, and breathing techniques.
2. Perform music using proper breath control, musical phrasing, and artistic interpretations.
3. Practice and perform a variety of styles within the choral genre.
4. Discuss the influence of culture on the choral genre and singing styles.

Academic Year: 2018-2019

Copyright Spartanburg Community College.

MUS 102

Chorus II

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study and performance of selected choral music.

Course Topics:

- Basics of singing: posture, vowels, breathing
- Rudimentary elements of sight-singing, rhythms, and phrasing
- Common rehearsal techniques within a vocal ensemble
- Practice and perform a variety of styles within the choral genre
- The influence of culture on the choral genre and singing styles

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Music supplies (instructor will provide a list of required supplies the first day of class)
- Additional supplies may be suggested by instructor over the course of the semester
- Anti-virus software

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the basics of singing, such as correct posture, diction, and breathing techniques.
2. Demonstrate common rehearsal techniques utilized within vocal ensembles.
3. Perform music using proper breath control, musical phrasing, and artistic interpretations.
4. Practice and perform a variety of styles within the choral genre.
5. Describe the influence of culture on the choral genre and singing styles.

Academic Year: 2018-2019

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MUS 103

Chorus III

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

- Basics of singing: posture, vowels, breathing
- Rudimentary elements of sight-singing, rhythms, and phrasing
- Common rehearsal techniques within a vocal ensemble
- Practice and perform a variety of styles within the choral genre
- The influence of culture on the choral genre and singing styles

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Music supplies (instructor will provide a list of required supplies the first day of class)
- Additional supplies may be suggested by instructor over the course of the semester

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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MUS 104

Chorus IV

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

- Basics of singing: posture, vowels, breathing
- Rudimentary elements of sight-singing, rhythms, and phrasing
- Common rehearsal techniques within a vocal ensemble
- Practice and perform a variety of styles within the choral genre
- The influence of culture on the choral genre and singing styles

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Music supplies (instructor will provide a list of required supplies the first day of class)
- Additional supplies may be suggested by instructor over the course of the semester

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate knowledge about the basics of singing such as correct posture, diction, and breathing techniques
2. Apply rudimentary elements of sight-singing, rhythms, and phrasing
3. Demonstrate knowledge about common rehearsal techniques within a large vocal ensemble
4. Perform music using proper breath control, musical phrasing, and artistic interpretations
5. Practice and perform a variety of styles within the choral genre
6. Apply knowledge of the influence of culture on the choral genre and singing styles.

Academic Year: 2018-2019

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MUS 105

Music Appreciation

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

Course Topics:

- Overview of the basic terms and elements of music
- Overview and classification of music instruments
- Influence of culture on music
- Historical survey of Western music from the Middle Ages to the present
- Overview of representative composers of each period

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word processing software (must be able to save in Word format)
- Anti-virus software

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the basic elements of music including the sounds of different instruments and instrumental families.
2. Distinguish the characteristics of various historical periods.
3. Identify aural elements of music.
4. Name and describe the contributions of great composers of different periods.
5. Communicate the similarities and differences heard within multiple musical compositions.

Academic Year: 2018-2019

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NUR 106

Pharmacologic Basics in Nursing Practice

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.

Course Topics:

- Dimensional analysis approach to solving dosage calculations
- Legal aspects affecting drug administration and principles of pharmacology
- Prototype drugs within specific classifications:
 - Chemotherapeutic Agents
 - Drugs acting on the Immune System
 - Drugs Acting on the Central and Peripheral Nervous Systems
 - Drugs Acting on the Autonomic Nervous System
 - Drugs Acting on the Endocrine system
 - Drugs Acting on the Cardiovascular System
 - Drugs Acting on the Renal System
 - Drugs Acting on the Respiratory System
 - Drugs Acting on the Gastrointestinal System

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Calculator (No graphing calculators)
- ATI materials for first semester students
- Spartanburg Community College Associate Degree Nursing Student Handbook

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recall principles of dimensional analysis to correctly calculate drug dosages.
2. Identify classifications and indications of drugs used in treating specific medical/surgical conditions.
3. Identify key components of pharmacodynamics (what a drug does to the body) and pharmacokinetics (what the body does to a drug) as they pertain to basic drug administration used in the medical/surgical setting.

Academic Year: 2018-2019

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NUR 120

Basic Nursing Concepts

Hours: Class 3, Lab 12, Credits 7

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.

Course Topics:

Concepts in Nursing:

- Health & Wellness
- Health Care Delivery System
- Community Based-Practice
- Legal Principles
- Ethics
- Evidence-Based Practice

Process in Nursing Care:

Critical thinking

- Nursing Process
- Informatics & Documentation
- Communication
- Patient Education
- Managing Patient Care

Essentials for Nursing Practice:

- Infection Prevention & Control
- Vital Signs
- Administering Medications
- Fluid
- Electrolyte
- Acid-Based Balances

Promoting Psychosocial Health:

- Caring in Nursing Practice
- Cultural Diversity
- Spiritual Health
- Growth & Development
- Self-Concept & Sexuality
- Stress & Coping
- Loss & Grief

Promoting Physical Health:

- Exercise & Activity
- Safety, Hygiene
- Oxygenation
- Sleep
- Pain Management
- Nutrition
- Urinary & Bowel Elimination
- Immobility
- Skin Integrity & Wound Care
- Sensory Alterations
- Surgical Patient

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Nurse Pack (1) – sold in SCC bookstore
- ATI materials for first semester students
- Nursing Uniform as outlined in the SCC Associate Degree Nursing Program Handbook
- Spartanburg Community College Nursing Department Associate Degree Nursing Student Handbook.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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NUR 138

Basic Health Assessment Skills

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the cognitive, psychomotor, and technological skills necessary to perform a basic health assessment for adult clients.

Course Topics:

- Introduction to the nursing process with a focus on “assessment.”
- The use of the four assessment tools (inspection, palpation, percussion and auscultation) to perform a head-to-toe nursing health assessment of the following body systems:
 - Mental status
 - Head and face
 - Eyes and ears
 - Mouth, nose, throat, neck, and sinuses
 - Musculoskeletal
 - Respiratory and thorax
 - Cardiac and peripheral vascular
 - Gastrointestinal
 - Neurologic
 - Integumentary
 - Urogenital
 - Breast and axilla

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

To be brought to each class:

- Stethoscope (with diaphragm and bell capabilities)
- Functioning penlight

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Assign patient-directed questions to their appropriate question category (e.g., past medical history).
2. Correctly identify and perform the cognitive and psychomotor components of a head-to-toe nursing assessment and review-of-systems examination during a scheduled appointment with a course instructor.
3. Choose appropriate HPI (history of present illness) questions to obtain information about a presenting client's chief complaint.
4. Demonstrate a rising second semester technical proficiency level in the performance of nursing assessment techniques (i.e., inspection, auscultation, palpation and percussion) and utilization of the equipment used to perform a nursing physical assessment (e.g., stethoscope, penlight, tuning fork, etc.).

Academic Year: 2018-2019

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NUR 148

Obstetric, Neonatal, and Women's Health Nursing

Hours: Class 3, Lab 6, Credits 5

Pre-requisite:

Co-requisite:

Take [\[\[permalink=138|tooltip:{"title":1}\]\]%prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course focuses on the nursing care of low-risk and high-risk obstetric clients, low risk neonates and women throughout their life spans.

Course Topics:

- Anatomy and physiology of the female reproductive cycle
- Anatomy and physiology of pregnancy and the postpartum period
- Conception and fetal development
- Culturally-appropriate care of the childbearing family
- Maternal/fetal nutrition
- Nursing care of the family during pregnancy, the intrapartum period, the postpartum period, and the neonatal period
- The process of labor and birth
- Pain management during labor
- Fetal assessment in the antepartum and intrapartum periods

- Physiologic and behavioral adjustment of the newborn to extrauterine life
- Parental adjustment to pregnancy, birth, and the newborn period
- Newborn nutrition
- Assessment for fetal and maternal risk factors pregnancy
- Complications of pregnancy (including, but not limited to:)
 - Hypertensive disorders
 - Antepartal hemorrhagic disorders
 - Endocrine and metabolic disorders
 - Mental health disorders
 - Medical-Surgical disorders
 - Labor and birth complications
 - Postpartum complications
- Perinatal loss and grief
- Assessment and management of female physiological processes
- Management of clients with female reproductive disorders

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Classroom:

- Learning packet (purchase from the Book Inn)
- Gestational wheel

Clinical:

- Stethoscope
- Functioning penlight
- Gestational wheel
- Black pen
- Appropriate careplan forms
- Prenatal testing handouts

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Analyze and interpret an electronic fetal monitor strip for signs of fetal compromise/acidosis.
2. Identify appropriate nursing interventions for the treatment of the potentially hypoxic/acidotic fetus.
3. Apply classroom theory to identify women at increased risk for complications of pregnancy and the postpartum period (e.g., preterm labor, antepartum hemorrhage, hypertensive disorders, etc.)
4. Provide culturally competent care to women of childbearing age and to their families/friends in the healthcare setting.
5. Devise and develop a nursing plan of care for an antepartum/intrapartum/postpartum/or neonatal client.
6. Identify and provide situation-appropriate care to female patients and normal newborns.

Academic Year: 2018-2019

Copyright Spartanburg Community College.

NUR 165

Nursing Concepts and Clinical Practice I

Hours: Class 3, Lab 9, Credits 6

Pre-requisite:

Co-requisite:

Take [\[\[permalink=137|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Course Topics:

- Stress Adaptation

Nursing Process

- Acid-Base Disorders
- Endocrine Disorders
- Respiratory Disorders
- Cardiovascular Disorders
- Hypertension
- Congestive Heart Failure
- Basic Heart Rhythms
- Chronic Renal Failure
- Other Renal Disorders
- Gastrointestinal Disorders
- Integumentary Disorders
- Musculoskeletal Disorders
- Eye/Ear Disorders
- Chronic Neurological Disorders
- Dementia/Delirium

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- All textbooks previously used in the nursing curriculum
- ATI materials for the 2nd semester
- SCC Student Planner and Handbook- Current academic year
- Associate Degree in Nursing Student Handbook- current academic year

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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NUR 212

Nursing Care of Children

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance.

Course Topics:

- Legal and Ethical Issues
- Growth & Development (Infant, Toddler, Preschooler, School- Age & Adolescent) child
- Communication
- Pediatric Assessment
- Care of the Hospitalized Child
- Chronic Conditions
- Pain Management
- Medication Administration
- Loss & Bereavement
- Fluid and Electrolyte
- Genitourinary Alterations
- Respiratory Alterations
- Infectious Diseases
- Cardiovascular Alterations
- Endocrine Alterations
- Hematological & Immunologic Alterations
- Cellular Alterations
- Integumentary Alterations
- Sensory & Cognitive Alterations

- Neurological Alterations
- Musculoskeletal Alterations
- Child Abuse & Neglect
- Nursing Care of the High Risk Newborn
- Hemolytic Disorders and Congenital Anomalies of the Newborn
- Acquired Disorders of the Newborn

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- All Textbooks previously utilized in the nursing curriculum
- ATI materials for the 3rd semester
- SCC Student planner and Handbook- current academic year
- Associate Degree in Nursing Student Handbook- current academic year

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify age/developmentally appropriate nursing care and interventions for the pediatric patient.
2. Compare and contrast the etiology, clinical manifestations, assessment strategies, medication and therapeutic management utilized in the nursing care of infants and children.

3. Identify and discuss the impact of legal and ethical obligations of the healthcare professional in relationship to the care of the pediatric patient.
4. Identify the significance of nursing responsibilities related to specific diagnostic testing for the hospitalized infant/child.
5. Demonstrate problem solving competency through identification of nursing interventions, rationales and teaching initiatives for the healthy or sick infant/pediatric patient.

Academic Year: 2018-2019

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NUR 214

Mental Health Nursing

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme.

Course Topics:

- Foundations of Mental Health Nursing
- Legal Aspects
- Psychobiology
- Psychopharmacology
- Nursing Process
- Therapeutic Communication
- Personality Disorders
- Anxiety Disorders
- Mood Disorders
- Thought Disorders
- Chemical Dependency/Substance Abuse
- Childhood, Adolescent, and Teenage Disorders
- Eating Disorders
- Crisis Intervention

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- All textbooks previously used in the nursing curriculum

- ATI materials for 3rd semester
- Associate Degree in Nursing Student Handbook- current academic year
- SCC Student Planner and Handbook- current academic year

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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NUR 224

Advanced Alterations in Health II

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course focuses on development of theoretical knowledge related to client-centered and family-centered nursing for selected clients with multi-system acute and chronic health problems across the lifespan. Emphasis is placed on the role of the nurse in clinical decisions-making.

Course Topics:

- Acid-Base disturbances
- Endocrine disorders
- Respiratory disorders
- Review of conduction system
- Cardiac disorders
- Genitourinary disorders
- Neuromuscular disorders
- Care of the oncology patient
- Hematologic disorders

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Compare the physiological and psychological care for the client.
2. Use critical thinking methods in solving client-based scenarios.
3. Identify nursing interventions, rationales and expected outcomes related to the management of the client.
4. Differentiate between the etiology, clinical manifestations, nursing management, collaborative care and drug

therapy for the client.

5. Collaborate with health care professionals to resolve/improve any of the above mentioned topics as well as provide optimal care for clients.

Academic Year: 2018-2019

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NUR 265

Nursing Concepts and Clinical Practice II

Hours: Class 3, Lab 9, Credits 6

Pre-requisite:

Co-requisite:

Course Description:

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Course Topics:

- Advanced medical-surgical nursing management of:
- Acute Kidney Injury
- Endocrine Alterations
- Burns
- Trauma and Surgical Management
- Acute Respiratory Failure
- Ventilatory Assistance
- Cardiovascular Alterations
- Dysrhythmia Interpretation and Management
- Nervous System Alterations
- Shock
- Sepsis
- Multiple Organ Dysfunction Syndrome
- Gastrointestinal Alterations
- Terrorism
- Mass Casualty
- Disaster Nursing

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- All textbooks previously used in the curriculum

- Nurse pack (if not previously purchased)
- Required ATI materials and codes

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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NUR 270

Principles of Management and Leadership

Hours: Class 0, Lab 3, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course focuses on concepts and competencies related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.

Course Topics:

- Management and leadership in nursing

- Assigning, delegation, and supervision in nursing
- Ethical decision making in nursing
- Safety and Injury prevention in the health care setting
- Health-Care delivery systems and the politically active nurse

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

ATI material for fourth semester students

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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NUR 271

Management and Leadership Practicum

Hours: Class 0, Lab 6, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides lab and clinical practice related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.

Course Topics:

- Students are required to complete 84 hours (7 12 hour shifts) of clinical practicum
- Management of a caseload of patients in the clinical setting

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Stethoscope
- Nursing uniform
- Pin light

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply and integrate appropriate critical thinking skills and knowledge in the care of the adult population with acute life threatening illnesses or chronic medical-surgical needs.

2. Assess and document (according to institution policies) disease processes, medication effects, treatments, etc. in timely manner.
3. Practice appropriate professional behavior, accountability, responsibility, and verbal and non-verbal communication skills with clients, significant others, and all members of the healthcare team.
4. Explain and document (according to institution policies) the disease processes, medications, treatments, etc. to clients and significant others prior to discharge.
5. Demonstrate an environment of confidentiality, caring and support of the client's decisions regarding culture, values, beliefs and lifestyles through an interdisciplinary approach.

Academic Year: 2018-2019

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PCT 131

Health, Safety & Environment for Process Industry

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course addresses the recognition of common hazards in process industries and practices at the personal and organizational level to mitigate them.

Course Topics:

- Chemical hygiene/safety
- Case Studies
- Types of Hazards and their effects
- Recognition of hazards of all natures
- Regulatory requirements to mitigate hazards
- Security
- Personal protective equipment
- Hazard controls
- Process safety management
- Alarms and indicator systems
- Process containment and upset controls
- Administrative programs and practices
- Audits, investigations, and reporting
- Work permits
- Safety, health, and environmental monitoring
- Emergency response

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the types of Safety, Health, and Environmental hazards and the consequences of these hazards within a plant environment.
2. Explain safe chemical hygiene techniques.
3. Describe the various types and applications of hazard controls (administrative, engineering, personal protective equipment) within a plant environment.
4. Explain how each of the fourteen elements of PSM (Process Safety Management) work together for safety of plant personnel.
5. Explain how to respond to various types of emergencies (fires, spills, vapor releases, natural disasters, etc.).
6. Assess the vulnerabilities, risks and threats associated with the process industries (terroristic, cyber security, workplace violence, suspicious activities, etc.).

Academic Year: 2018-2019

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PCT 132

Process Technology – Operations

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Take [\[\[permalink=133|tooltip:{{title:1}}\]prefix% %code%\[\[/permalink\]\]](#).

Course Description:

This course explores standard industry practices with regards to procedure, safety, operations, commissioning, startup, and shutdown of process equipment.

Course Topics:

- Interpretation and Generation of Process Diagrams
- System Commissioning
- Procedure Writing
- Startup Procedures
- Verbal and Written Communications Practices
- Lockout/Tagout
- Field Technician Operations
- Control Room Technician Operations
- Housekeeping, Safety, Health, and Environmental Practices
- Operation during Shift Changes
- Abnormal/Emergency Operations
- Shutdown Procedure
- Maintenance Practices
- Preparation of log sheets
- Emergency response

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Volt-Ohm (VOM) Meter
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Using process diagrams (P&IDs, PFDs) and operating procedures, explain how an operator would startup and operate a plant under normal operating conditions.
2. Explain the major steps performed during startup (initial commissioning, routine startup, and startup following a turnaround) of a process to meet normal operating conditions, including safety and environmental regulations.
3. Determine the roles and responsibilities of a process technician during normal operating activities (shift change, monitoring controls and equipment, sampling, communications, etc.).
4. Given an abnormal situation, determine the appropriate corrective actions to return the process to either a steady-state operation or perform a safe emergency shutdown.
5. Explain the major steps performed during normal shutdown activities, including meeting safety and environmental regulations.
6. Explain steps taken to safely take equipment into and out of service for maintenance and shutdown activities.
7. Adhere to industrial health, safety, and environmental practices.

Academic Year: 2018-2019

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PCT 133

Process Technology – Equipment

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course serves as an overview for the function, maintenance, and recognition of major process equipment elements.

Course Topics:

- Introduction to tools and equipment used in process industries
- Piping, Tubing, Hoses, Valves and Fittings
- Pumps
- Compressors
- Turbines
- Motors and Engines
- Power Transmission and Lubrication
- Heat Exchangers
- Cooling Towers
- Furnances
- Boilers
- Filters and Dryers
- Vessels (Towers, Columns, Reactors, Tanks, Drums)
- Flares
- Process Diagrams

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Volt-Ohm (VOM) Meter
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain how various types of major process equipment work.
2. Demonstrate how to put these pieces of equipment into and out of service using established lockout/tagout procedures.
3. Explain the environmental, health and safety considerations for common process equipment.
4. Explain the various types of routine maintenance required for common process equipment.
5. Identify the pieces of equipment in process flow diagrams.

Academic Year: 2018-2019

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PCT 134

Process Technology – Instrumentation

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take EEM 117.

Co-requisite:

Course Description:

This course details the function, working principles, and application of common process instrumentation elements, and open and closed loop control schemes.

Course Topics:

- Pressure Variables, Elements, and Instrumentation
- Temperature Variables, Elements, and Instruments
- Level Variables, Elements, and Instruments
- Flow Variables, Elements, and Instruments
- Analytical Variables, Elements, and Instruments
- Measurement Devices
- Control Loop Theory
- Controllers

- Sensors, Transmitters, Transducers
- Instrument Air Systems
- Control Valves and Final Control Elements
- Interlocks
- Process Diagrams and Sketching
- Monitoring Variables
- Instrumentation Troubleshooting
- Flares
- Process Diagrams

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Volt-Ohm (VOM) Meter
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Using knowledge of symbols, process diagrams and instrumentation, sketch a simple process diagram,

including control loops.

2. Describe the various process variables (flow, level, pressure, temperature, analytical, etc.) found in a plant.
3. Explain how instruments are used to sense, measure, and transmit this information to the control system.
4. Identify the types of control loops (simple and complex) and explain their operation.
5. Identify the components of a closed control loop (primary element, transmitter, controller, transducer, final element) and their interrelationships.
6. Explain typical instrument malfunctions found in control loops and how they may affect a process (cause and effect).

Academic Year: 2018-2019

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PCT 135

Process Technology – Basic Measurements

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course details the correct use and application of various basic measurement tools common in process industries.

Course Topics:

- Length measurement
- Temperature measurement
- Weight/mass measurement
- Volume measurement
- Pressure measurement
- Electrical meter measurement
- Unit conversion

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Determine the correct measurement tool for many common applications.
2. Perform hand measurements on many common measurement tools with high accuracy and repeatability.
3. Maintain measurement tools with regards to best safety practice and tool life.
4. Convert and use common units interchangeably.

Academic Year: 2018-2019

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PCT 241

Process Technology – Systems

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Take PCT 133.

Co-requisite:

Course Description:

This course instructs students on the use and application of process control diagrams to catalog and understand interactions that occur between groups of equipment and instruments.

Course Topics:

Material storage

- Blending systems
- Refrigeration systems
- Steam systems
- Batch and continuous reactions
- Separation
- Extraction and solvent recovery
- Distillation
- Absorption and dehydration
- Filtration
- Operator responsibility

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Volt-Ohm (VOM) Meter
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Utilize process drawings, process controls, and energy/material balances associated with process systems.
2. Explain the combinations of equipment used in typical unit operations (reaction and separation systems) and the relationships among the different pieces of the equipment.
3. Explain the combinations of equipment used in common utility systems (cooling, heating, gas, etc.) and how they support the various unit operations within a plant.
4. Explain the specific safety, health, and environmental concerns (examples: relief and flare systems, emergency shutdowns, etc.) associated with process systems.
5. Outline the operator's responsibilities for the safe and efficient operation of systems, including the interaction among the various pieces of equipment within these systems.

Academic Year: 2018-2019

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PCT 242

Process Technology – Quality

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course explores safe/economical process operation and improvement through the application of statistical fundamentals in a team setting and in accordance with industry quality management practices.

Course Topics:

- Total Quality Management and Economics
- Customer Service and Personal Effectiveness
- Team skills
- Effective teams
- Variance and operating consistency
- Continuous improvement
- Group problem solving
- Basics of statistical process control
- Data collection and control charts
- Control chart data representation and interpretation
- Understanding capabilities of a process

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Volt-Ohm (VOM) Meter
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the effects of the quality movement in the United States and how it has impacted economics and customer expectations.
2. Summarize the importance of everyone understanding and following procedures, policies and documentation (checklists, log books, etc.) to ensure operating consistency, reduce process variability and waste, and to prevent environmental and safety incidents.
3. Explain continuous improvement and how it is used to optimize processes and/or resolve operational issues.
4. Analyze information using process data, control charts and Quality Tools (QT).
5. Determine corrective and/or preventive action(s) as a team using prepared control charts, data analysis, and interpreted process control information.

Academic Year: 2018-2019

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PCT 243

Process Technology – Troubleshooting

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course examines the development of techniques to detect process issues in real time and take the appropriate corrective action.

Course Topics:

- Monitoring instruments and equipment
- Relationships between equipment and instruments
- Relationships between systems
- Troubleshooting tools
- Troubleshooting steps
- Troubleshooting exercises or scenarios
- Group problem solving
- Basics of statistical process control
- Data collection and control charts
- Control chart data representation and interpretation
- Understanding capabilities of a process

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Safety Glasses
- Volt-Ohm (VOM) Meter
- Calculator-(TI-30xa preferred)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain how equipment and/or instrument malfunctions may affect a system.
2. Explain the domino effect between inter-related systems (how a malfunction in one system affects another system).
3. Determine a process control problem through monitoring instruments and equipment (collecting data) and effective communication.
4. Use troubleshooting steps and tools to determine the most likely cause(s) to a process control problem and the corrective action(s) to be taken.
5. Adhere to standards of professional behavior.

Academic Year: 2018-2019

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PHI 101

Intro to Philosophy

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes a topical survey of the three main branches of philosophy — epistemology, metaphysics, and ethics — and the contemporary questions related to these fields.

Course Topics:

- Major philosophical schools in the western philosophical tradition.
- Various philosophical approaches to subjects such as religion, epistemology, science and art.
- Various arguments on current topics such as religion and science, abortion and the death penalty.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the various philosophical theories by their terms and basic themes.
2. Articulate the strengths and weaknesses of the major philosophical theories.
3. Analyze competing philosophical claims from the different philosophical theories.
4. Evaluate arguments on major issues such as the death penalty, abortion and intelligent design.
5. Correlate the major philosophical traditions with the primary founders and writers in each tradition.

Academic Year: 2018-2019

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PHI 105

Introduction to Logic

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.

Course Topics:

- Various forms of fallacious arguments and argument forms that are valid.
- Formal argument analysis including Categorical Syllogisms and truth tables.
- Inductive arguments and statistical reasoning.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the various fallacies used in faulty arguments.

2. Explain the methods used to discern valid deductive arguments.
3. Analyze the various forms of inductive arguments such as Analogical and Statistical reasoning.
4. Articulate different kinds of logic such as Fuzzy Logic and the Toulmin argument model.

Academic Year: 2018-2019

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PHI 110

Ethics

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Course Topics:

- Major ethical theories in the western philosophical tradition.
- Arguments on current ethical issues such as abortion, the death penalty and human rights.
- Comparison/contrast of the competing theories on ethics.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the various philosophical theories by their terms and basic themes.
2. Articulate the strengths and weaknesses of the major philosophical theories.
3. Analyze competing philosophical claims from the different philosophical theories.
4. Evaluate arguments on major issues such as the death penalty, abortion and intelligent design.
5. Correlate the major philosophical traditions with the primary founders and writers in each tradition.

Academic Year: 2018-2019

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PHM 101

Introduction to Pharmacy

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of and introduction to pharmacy and the role in providing patient care services.

Course Topics:

- Pharmacy and Health Care
- The Pharmacy Technician
- Drug Regulation and Control
- Medical and Pharmaceutical Terminology
- Prescriptions
- Routes and Formulations
- Common Pharmacy References and Drug Information Resources
- Inventory Management
- Pharmacy Practice Settings

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the evolution of pharmacy practice.
2. Summarize the overall aspects of the pharmacy technician job and the general role of the pharmacy technician in relation to the pharmacist in various pharmacy settings.
3. Describe the key legislative acts governing pharmacy practice.
4. Distinguish between the different dosage formulations and routes of administration used in various pharmacy settings.
5. Distinguish between medical and pharmaceutical terminology.
6. Distinguish between common pharmacy references and drug information resources.
7. Describe inventory management and financial issues with regard to community and institutional pharmacy.
8. Differentiate between the various pharmacy practice settings.

Academic Year: 2018-2019

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PHM 103

Pharmacy Law and Ethics

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services.

Course Topics:

- Introduction to Law
- Principles of Liability
- Ethics in Pharmacy Practice
- Federal Regulation of Drug Products
- Comprehensive Drug Abuse and Prevention Control Act: A Closer Look
- The Health Insurance Portability and Accountability Act (HIPAA)
- Workplace Safety Laws
- State Laws and Pharmacy Practice
- State Boards of Pharmacy and the Joint Commission

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain why knowledge of the law is important to pharmacy technician.
2. Define malpractice as it relates to pharmacy technicians.
3. List the major points in the codes of ethics for pharmacists and pharmacy technicians.
4. Discuss the role of pharmacist and technicians in following OSHA standards in the pharmacy.
5. Identify the significance of each controlled substance schedule.
6. Explain how the HIPAA Privacy Rule benefits the pharmacy and patients.
7. Describe the state boards of pharmacy.

Academic Year: 2018-2019

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PHM 110

Pharmacy Practice

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

Course Topics:

- Drug Development
- Dispensing Medications in the Community Pharmacy
- The Business of Community Pharmacy
- Nonsterile Pharmaceutical Compounding
- Hospital Pharmacy Practice

- Infection Control
- Compounding Sterile Products and Hazardous Drugs
- Medication Safety
- Human Relations and Communications
- Your Future in Pharmacy Practice

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe overall community pharmacy operations and general responsibilities of the pharmacy technician with regard to all aspects of prescription and over-the-counter drugs.
2. Describe common situations in which compounding is required, identifying rational and examples of nonsterile compounding.

3. Describe overall institutional pharmacy operations and general responsibilities of the pharmacy technician within their scope of practice.
4. Recognize the importance of proper aseptic technique which is required for sterile compounding to prevent unnecessary contamination according to USP 797 standards and guidelines.
5. Recognize the importance of infection control in the preparation of sterile compounding.
6. Recognize the magnitude of medical and medication errors, and general responsibilities of the pharmacy technician in their role to minimize or eliminate future errors.
7. Identify the importance of excellent customer service, including the development of good interpersonal skills.
8. Recognize the importance of becoming a national certified pharmacy technician and the opportunities within the profession after certification.
9. Demonstrate institutional pharmacy procedures.
10. Demonstrate community pharmacy procedures.
11. Demonstrate nonsterile compounding pharmacy procedures.

Academic Year: 2018-2019

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PHM 111

Applied Pharmacy Practice Laboratory

Hours: Class 0, Lab 6, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of laboratory based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs.

Course Topics:

- Community Pharmacy
 - DEA 222 Forms
 - Drug Reference Information
 - Package Inserts
 - Reading Prescriptions
 - Literature Information
 - Pharmacy Conversions
 - Day's Supply
 - Entering Prescriptions in QS1
 - Prescription Assembly
 - Inventory Control
- Non-Sterile Compounding Pharmacy

- Using Compounding Equipment
 - Measuring compounding ingredients
 - Calculating Beyond Use Dates
 - Compounding Oral Liquids and Ointment
 - Completing a Compounding Log
 - Completing a Product Label
-
- Institution Pharmacy
 - Filling and Checking a Medication Cart
 - Filling and Checking Floor Stock
 - Control Drug Perpetual Log
 - Charging and Refilling a Crash Cart

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator.
- Pen with black or blue ink.

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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PHM 112

Pharmacy Math

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.

Course Topics:

- Addition, subtraction, division, and multiplication of fractions, decimals, and whole numbers.
- Conversions between Roman numerals and Arabic numbers.
- Ration and proportion.
- Conversions between metric, household, and apothecary systems.
- Conversion between standard time and military (universal) time.
- Conversion between Fahrenheit and Celsius.
- Interpretation of medical and pharmaceutical abbreviations and terminology.
- Identification of prescriptions, medication orders, and drug labels.
- Identification and verification of DEA numbers.
- Controlled substance recognition and classification.
- Recognition of medication reference materials.
- Conversion between the dosage order to the desired dose, and the amount to be dispensed of a drug.
- Calculation of estimated day's supply.
- Reconstitution calculations of powdered medications.
- Percentages of solutions, dilutions, and solids.
- IV flow rates and infusion time.
- Medication dilutions from a concentrate using allegation method.
- Calculations of insulin dosages.
- Conversion between patient weights in pounds to kilograms.
- Pediatric dosage calculations using various formulas.
- Dosage calculations based on weight and body surface area.
- Calculations of compounded formula's.
- Basic operational calculations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Calculate basic mathematical functions.
2. Apply ratios, proportion, and percent's in problem calculations.
3. Interpret prescriptions, medication orders, and drug labels.
4. Calculate the amount of medication to be administered to a patient.
5. Calculate administration of oral and parenteral medications.
6. Demonstrate dose specific calculations for special populations based on body weight and patient age.
7. Calculate basic day-to-day operations of the pharmacy.

Academic Year: 2018-2019

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PHM 113

Pharmacy Technician Math

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Calculate basic mathematical functions.
2. Apply ratios, proportion, and percent's in problem calculations.
3. Calculate equivalent measurements within the metric systems.
4. Interpret prescriptions, medication orders, and drug labels.
5. Calculate the amount of medication to be administered to a patient.
6. Calculate administration of oral and parenteral medications.
7. Demonstrate dose specific calculations for special populations based on body weight and patient age.
8. Apply operational calculation of Pharmacy.

Academic Year: 2018-2019

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PHM 114

Therapeutic Agents I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introductory study of therapeutic drug categories.

Course Topics:

- Evolution of Medicinal Drugs
- Basic Concepts of Pharmacology
- Dispensing Medications
- Antibiotics
- Therapy for Fungal and Viral Infections
- Anesthetics and Narcotics
- Psychiatric and Related Drugs
- Drugs for Central Nervous System Disorders
- Respiratory Drugs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the historical development of Pharmacology including the important contributors, events, and resources in the development of pharmacology through the ages.
2. Explain the basic concepts of pharmacology in relationship to the pharmacokinetic process.
3. Explain the different processes and importance of dispensing medications.
4. Identify and explain the therapeutic and adverse effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat:
 - bacterial, fungal, and viral infections;
 - diseases of the nervous system;
 - psychiatric and mood disorders;
 - diseases of the central nervous system;
 - diseases of the respiratory system.
5. Identify the most commonly prescribed drugs.

Academic Year: 2018-2019

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PHM 124

Therapeutic Agents II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes a study of therapeutic drug categories.

Course Topics:

- Drugs for Gastrointestinal and Related Diseases
- Renal System Drugs
- Drugs for Cardiovascular Diseases
- Drugs for Muscle and Joint Disease and Pain
- Hormonal Disorders and Their Treatment
- Topical, Ophthalmic, and Otic Medications
- Recombinant Drugs and Chemotherapy
- Vitamins, OTC Supplements, Antidotes, and Miscellaneous Topics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and explain the therapeutic and adverse effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases of the:
 - Gastrointestinal system
 - Renal system
 - Cardiovascular system
 - Muscles, joint diseases, and pain
 - Endocrine system
 - Skin, ophthalmic and otic conditions
 - Immune system
2. Identify and explain the therapeutic and adverse effects of vitamins, over-the-counter medications, supplements, antidotes, and emergency medications.
3. Identify and explain the most commonly prescribed drugs.
4. Identify and explain common Look-Alike and Sound-Alike medications.
5. Identify and explain commonly used medical and pharmaceutical abbreviations.

Academic Year: 2018-2019

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PHM 151

Pharmacy Clinical Experience

Hours: Class 3, Lab 18, Credits 9

Pre-requisite:

Co-requisite:

Course Description:

This course provides practical application of pharmacy skills in medication packaging, intravenous fluid preparation, inventory control, and communication with other health care providers through clinical rotations in pharmacies.

Course Topics:

- Most commonly prescribed medications
- Medical and Pharmaceutical Terminology
- Common Pharmacy References
- Pharmacy Practice Settings

- Human Relations and Communications
- Exploring Career Path Options
- Resumes and Interviews

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink
- Lab jacket with program patch
- Clinical uniform with program patch
- Current SCC ID

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate personal and interpersonal knowledge and skills necessary to the profession of pharmacy.
2. Apply foundational professional knowledge and skills required of the pharmacy technician.
3. Understand the roles and responsibilities of a pharmacy technician in the processing and handling of

medications and medication orders.

4. Understand sterile and non-sterile compounding procedures and guidelines.
5. Understand procurement, billing, reimbursement, and inventory management.
6. Apply patient and medication safety practices in all aspects of the pharmacy technician's role.
7. Describe the use of current technology and informative in the healthcare environment.
8. Understand regulatory issues in regard to the pharmacy practice.
9. Apply quality assurance practice to relation to pharmacy practices.
10. Understand the importance of being equipped for future employment.

Academic Year: 2018-2019

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PHM 175

Pharmacy Technician Practicum

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of and introduction to the pharmacy in providing patient care services.

Course Topics:

- Importance of Pharmacy Technician Certification
- Pharmacy Calculations
- Pharmacology for Technicians
- Pharmacy Law and Regulations
- Sterile and Non-Sterile Compounding
- Medication Safety
- Pharmacy Quality Assurance
- Medication Order and Entry Process
- Pharmacy Inventory Management
- Pharmacy Billing and Reimbursement
- Pharmacy Information System Usage and Application
- Most Commonly Prescribed Drugs

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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PHM 250

Special Topics in Pharmacy

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.

Course Topics:

- Sterile Compounding as a Pharmacy Technician

- The Sterile Compounding Environment
- Sterile Compounding Supplies
- Medication Orders and Labeling
- Calculations for Sterile Compounding
- Aseptic Garbing, Hand Washing, and Gloving
- Cleaning the Horizontal Laminar Airflow Hood
- Large-Volume Parenteral Preparations
- Small-Volume Parenteral Preparations
- Ampule-Based Preparations
- Narcotic Preparations
- Pediatric Preparations
- Total Parental Nutrition
- Chemotherapy Products and Procedures

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Basic 4-function calculator
- Pen with black or blue ink

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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PHS 101

Physical Science I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

Course Topics:

- The scientific method
- Measurement in the metric system
- Motion and equilibrium
- Newton's laws of motion
- Momentum and energy
- Static and current electricity
- Magnetism and electromagnetic induction
- Waves and sound
- Light
- Atoms and the periodic table
- Atomic nucleus and radioactivity
- Elements of chemistry
- How atoms bond and how molecules attract
- Chemical reactions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific calculator capable of scientific notation, logarithms, and exponents is required.
- Students should be prepared to create computer-generated graphs.

Students may make use of SCC computer lab facilities outside of class hours as necessary to create graphs.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and apply core scientific principles required of all scientific disciplines.
2. Describe introductory energy concepts.
3. Describe the fundamental properties of matter.
4. Identify chemical equations and their parts (coefficients, products, reactants, etc.).
5. Describe basic physics principles related to motion.

Academic Year: 2018-2019

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PHS 102

Physical Science II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is a continuation of the introduction to physical science with emphasis on science terminology and

investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

Course Topics:

- Review of scientific principles
- Gravity, projectiles, and satellites
- Fluid mechanics
- Thermal energy and thermodynamics
- Heat transfer and changes of phase
- Mixtures
- Acid-base and oxidation-reduction reactions
- Introduction to organic nomenclature
- Rocks and minerals
- Plate tectonics and Earth's interior
- The solar system
- The stars
- Cosmology

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and apply science-related vocabulary.
2. Describe behaviors of projectiles and fluids.
3. Describe energy changes, including those involved in phase changes.
4. Classify substances (including mixtures and organic compounds) and reactions (including oxidation-reduction reactions and acid-base reactions).
5. Describe primary geology concepts, including the rock cycle and plate tectonics.
6. Describe the primary features of the solar system and the universe.

Academic Year: 2018-2019

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PHY 201

Physics I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Course Topics:

- Measurement, Estimating
- Describing Motion:
- Kinematics in One Dimension Kinematics in Two Dimensions; Vectors
- Dynamics: Newton's Laws of Motion
- Circular Motion; Gravitation
- Work and Energy
- Linear Momentum
- Rotational Motion Static
- Equilibrium; Elasticity and Fracture
- Fluids
- Oscillations and Waves
- Sound
- Temperature and Kinetic Theory
- Heat
- The Laws of Thermodynamics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific, graphic calculator (TI series)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain basic physics principles and concepts in kinematics, linear and rotational dynamics, oscillation and wave, and thermodynamics.
2. Utilize analytical and logical reasoning in solving scientific problems.
3. Utilize effective strategies to collect, verify, and manage information from a variety of sources.
4. Demonstrate oral communication skills in collaborative group work and presentations.
5. Demonstrate competence in the terminology, mathematics, and scientific methods used within the discipline.

Academic Year: 2018-2019

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PHY 202

Physics II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Course Topics:

- Electric Charge and Electric Field
- Electric Potential
- Electric Currents
- DC Circuits
- Magnetism
- Electromagnetic Induction and Faraday's Law
- Electromagnetic Waves
- Light: Geometric Optics
- The Wave Nature of Light
- Optical Instruments
- The Special Theory of Relativity
- Early Quantum Theory and Models of the Atom
- Quantum Mechanics of Atoms
- Molecules and Solids
- Nuclear Physics and Radioactivity
- Nuclear Energy; Effects and Uses of Radiation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific, graphic calculator (TI series)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain basic physics principles and concepts in electricity and magnetism, optics, special relativity, elementary quantum mechanics, nuclear physics, and particle physics.
2. Utilize analytical and logical reasoning in solving scientific problems.
3. Utilize effective strategies to collect, verify, and manage information from a variety of sources.
4. Demonstrate oral communication skills in collaborative group work and presentations.
5. Demonstrate competence in the terminology, mathematics, and scientific methods used within the discipline.

Academic Year: 2018-2019

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PHY 221

University Physics I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

Course Topics:

- Metric Unit and Scientific Notation
- Describing Motion: Kinematics in One Dimension
- Kinematics in Two Dimensions; Vectors
- Motion and Force: Dynamics
- Further Applications of Newton's Laws
- Gravitation and Newton's Synthesis
- Work and Energy
- Conservation of Energy

- Linear Momentum and Collision
- Rotational Motion about a Fixed Axis
- General Rotation
- Static Equilibrium: Elasticity and Fracture
- Fluids
- Oscillations
- Wave Motion
- Sound
- Temperature, Thermal Expansion, and the Ideal Gas Law
- Kinetic Theory of Gases
- Heat and the first Law of Thermodynamics
- The Laws of Thermodynamics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific, graphic calculator (TI series)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain basic physics principles and concepts in kinematics, linear and rotational dynamics, oscillation and wave, and thermodynamics.
2. Utilize analytical and logical reasoning in solving scientific problems.
3. Utilize effective strategies to collect, verify, and manage information from a variety of sources.
4. Demonstrate oral communication skills in collaborative group work and presentations.
5. Demonstrate competence in the terminology, mathematics, and scientific methods used within the discipline.

Academic Year: 2018-2019

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PHY 222

University Physics II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.

Course Topics:

- Electric Charge and Electric Field
- Gauss's Law
- Electric Potential
- Capacitance, Dielectrics, Electric Energy Storage
- DC Circuits
- Magnetism
- Magnetism
- Electromagnetic Induction and Faraday's Law
- AC Circuits
- Maxwell's Equation and Electromagnetic Waves
- Light: Reflection and Refraction
- Lenses and Optical Instruments
- The Wave Nature of Light; Interference
- Diffraction and Polarization
- Special Theory of Relativity
- Early Quantum Theory and Models of the Atom
- Quantum Mechanics
- Chapter 40: Quantum Mechanics of Atoms

- Nuclear Physics and Radioactivity
- Nuclear Energy; Effects and Uses of Radiation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scientific, graphic calculator (TI series)

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain basic physics principles and concept in electricity and magnetism, optics, special relativity, elementary quantum mechanics, nuclear physics, and particle physics.
2. Apply fundamental physics principles to obtain qualitative solutions using analytical and logical reasoning.
3. Use appropriate mathematical and computational techniques to obtain quantitative solutions.
4. Analyze experimental results to their theoretical prediction within laboratory environment.
5. Demonstrate oral and written communication skills through group work, lab, and in-class activities, assignment, and report.

Academic Year: 2018-2019

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PSC 102

Special Activities in Political Sciences

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics.

Course Topics:

- Arab League Councils and their purpose
- Parliamentary language
- The different regions and geographic features of the Middle East
- The history of the Middle East
- The different religions of the Middle East
- Sunni and Shi'a Islam
- The contrasting views in Sharia Law
- The history of a specific country in the Middle East.
- The political situation, the impact of religion on government, and the impact of minority religions on the political situation
- The economic factors that impact the population of the country
- Environmental issues
- The culture of the country and the influence that Islam has on the people
- Western influence within the country and its influence on the population
- Origins of the Arab Israeli conflict
- Colonialism and Palestine
- The ongoing Arab Israeli peace process and its impact on the Middle East
- Oil
- The relationships between the different countries of the region, specifically the influence of Saudi Arabia, Iran and Turkey on Middle Eastern countries.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain Parliamentary procedure used in the Arab League.
2. Describe the geography, history and religion of the Middle East.
3. Describe the history, economy, environment, and culture of a specific country in the Middle East.
4. Analyze the Arab-Israeli conflict.
5. Analyze the present day Middle East.

Academic Year: 2018-2019

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PSC 201

American Government

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

Course Topics:

- Definitions of government and politics.
- Origins and impact of the U.S. Constitution.
- Federal system and the changing roles of national, state and local government
- Bill of Rights.
- Impact of public opinion on politics.
- Relevance of political parties.
- Campaign and election process.
- Roles of special interest groups.
- Impact of the media on the political process.
- Makeup and function of Congress.
- Power and function of the Presidency.
- Structure and function of the federal bureaucracy.
- Function of the Judiciary.
- Making of public policy.
- Making of foreign policy.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Examine the nature of a democratic republic and the influence of federalism on the US government.
2. Evaluate how the first amendment has impacted our progression in civil rights and ensuring our civil liberties.
3. Analyze the influence of interest groups and the media on the political process.
4. Contrast the roles of Congress, the President and the judiciary in the United States.
5. Examine the making of domestic and foreign policy.

Academic Year: 2018-2019

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PSC 206

Politics of the Middle East

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion, and societal divisions that influence both domestic politics and external relations of the countries.

Course Topics:

- The impact of Islam on the region
- Political boundaries in the region and their significance
- Sunni and Shi'a Islam
- Sharia Law
- Tribal society
- Imperialism and the post-Ottoman territories
- History of a specific country
- The impact of religion on government
- Minority religions' influence on the political situation
- The economic factors that impact the population of the country
- Environmental issues
- The culture of the country
- Islam's influence on the people
- Western influence within the country and its influence on the population

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the history of the Middle East referencing its geography as well as the economy, environment and culture of a specific Middle Eastern nation.
2. Describe the history, economy, environment, and culture of a specific country in the Middle East.
3. Analyze the present day political stability of the Middle East, including the Arab Israeli Conflict.

Academic Year: 2018-2019

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PSC 215

State and Local Government

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of state, county, and municipal government systems, including interrelationships among these systems and within the federal government.

Course Topics:

- The Setting of State and Local Government
- Intergovernmental Relations
- Political Parties and Interest Groups
- Political Participation and Elections
- State and Local Legislatures
- Governors, Bureaucrats, and Mayors
- Courts, Police and Corrections
- Financing State and Local Government
- State and Local Policy Making

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Discuss the origins and practice of federalism.
2. Discuss different methods of political participation.
3. Discuss how the three branches of government operate in the states.
4. Discuss the functions of local government.
5. Examine the Constitution.

Academic Year: 2018-2019

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PSC 220

Introduction to International Relations

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the major forces and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

Course Topics:

- Foundations of international relations: understanding interests, interactions and international institutions.
- War and peace.
- Domestic politics and war.
- International institutions and war.
- International political economy: trade, economic patterns, financial and monetary relations, wealth and poverty.
- Transnational politics; advocacy groups, human rights, terrorism, and global environment.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate understanding of the terminology used in international relations.
2. Explain theories and framework of international relations.
3. Examine the main historical, political, economic, and environmental issues that shape the current world.
4. Identify the main players in the world's politics: world's powers, leaders, governmental and non-governmental organizations.
5. Understand the interactions and the balance of power in the world's international arena.

Academic Year: 2018-2019

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PSY 103

Human Relations

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

Course Topics:

- Human Relations: A background
- Self-Concept and Self-Esteem in Human Relations
- Self-Awareness and Self-Disclosure
- Attitudes
- Personal and Organizational Values
- Motivation: Increasing Productivity
- Communication and Human Relations
- People, Groups, and their Leaders
- Teams in Quality Organizations
- Stress and Stress Management
- Business Ethics and social Responsibility
- Human Relations and Your Future Success

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Withdrawal Policy

Student Learning Outcomes:

1. Trace the development of the human relations movement along with associated personal and organizational values.
2. Describe factors related to individual success.
3. Summarize motivation in the workplace.
4. Describe leadership issues.
5. Identify factors involved in workplace communication.
6. List contemporary workplace issues.

Academic Year: 2018-2019

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PSY 201

General Psychology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Course Topics:

- Psychological methods of research
- Biological basis for behavior
- Human growth and development
- Sensation and perception
- States of consciousness
- Learning
- Memory
- Personality
- Psychological disorders
- Therapeutic techniques
- Social psychology

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain scientific approaches and psychological methods of research.
2. Describe the physiological basis of behavior.
3. Describe the major issues of the developing person.
4. Differentiate between the various states of consciousness.
5. Explain the principles and applications of memory.
6. Describe the perspectives of personality.
7. Differentiate between the clinical features of and the treatment for the psychological disorders.

Academic Year: 2018-2019

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PSY 203

Human Growth and Development

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Course Topics:

- Basic genetics and gene interactions
- Prenatal development, birth and parenting
- Physical, cognitive, and social development during infancy and early childhood
- Physical, cognitive, and social development during middle childhood and adolescence
- Physical, cognitive, and social development during early, middle, and late adulthood.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Distinguish the effects of heredity and environment on prenatal development, birth, and parenting.
2. Explain the physical, cognitive, and psychosocial development of infancy and early childhood.
3. Analyze the physical, cognitive, and psychosocial development of middle childhood and adolescence.
4. Describe the physical, cognitive, and psychosocial changes that occur during early, middle, and late adulthood.

Academic Year: 2018-2019

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PSY 212

Abnormal Psychology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Course Topics:

- Historical overview of abnormal psychology
- Research methods
- Psychological perspectives
- Classification and assessment of abnormal behavior
- Dissociative disorders
- Somatoform disorders
- Anxiety disorders
- Mood disorders
- Psychotic disorders
- Sexual disorders including gender identity disorder
- Personality disorders
- Childhood disorders

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply the biological, psychodynamic, behavioral, cognitive, humanistic, and sociocultural perspectives to explain maladaptive behavior.
2. Differentiate between the clinical features of and treatment for disorders of adulthood.
3. Differentiate between the clinical features of and treatment for disorders of childhood.

Academic Year: 2018-2019

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PSY 214

Psychology of the Exceptional Child

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.

Course Topics:

- Historical perspective
- Disabilities
- Gifted/talented
- Intervention strategies
- Legal issues
- Labeling
- Assessment
- Supports
- Diversity
- Family issues

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe characteristics of children with various disabilities.
2. Discuss factors related to children who are gifted and/or talented.
3. Trace the development of services to children with exceptionalities from a historical perspective.
4. Explain legal issues pertaining to children with exceptionalities.
5. Describe how issues related to diversity and the family impact persons with exceptionalities.
6. Demonstrate selected teaching/treatment strategies useful in working with exceptional children.
7. Identify resources to assist children with special needs.

Academic Year: 2018-2019

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RAD 102

Radiology Patient Care Procedures

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

Course Topics:

- Professionalism
- Ethics and Morals
- Diversity
- Safety and transferring of patients
- Vital signs
- Patient history
- Medical emergencies
- Aseptic technique
- Contrast media
- Fractures

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate appropriate patient interaction with emphasis on professionalism, moral and ethics.
2. Identify and describe the correct technique for evaluating and meeting the physical needs of the patient.
3. Demonstrate proper methods for safety, transfer, and positioning of a patient.
4. Analyze and choose the concept appropriate to provide the medical action needed during an acute situation.
5. Identify means of infection control through aseptic and non-aseptic techniques.
6. List contrast media used in radiographic studies.
7. List drugs used during medical emergencies for allergic reactions.

Academic Year: 2018-2019

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RAD 105

Radiographic Anatomy

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.

Course Topics:

- Organization of the body in planes, body sections and body cavities
- Cells and tissues
- Integumentary system
- Skeletal system
- Muscular system
- Nervous system
- Senses
- Endocrine system
- Blood
- Cardiovascular system
- Lymphatic system
- Respiratory system
- Digestive system
- Urinary system
- Reproductive system

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with internet access
[View computer requirements for the online portion of the course.](#)
- Word processing software (must be able to save WORD format)
- Antivirus software.
- Colored pencils may be used for diagram identification.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RAD 110

Radiographic Imaging I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Course Topics:

- Radiation and its discovery
- The X-ray beam
- Image formation
- Radiographic quality
- Radiographic film
- Image receptors
- Image processing

- Computed and digital radiography principles
- Technique conversions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with internet access
[View computer requirements for the online portion of the course.](#)
- Word processing software (must be able to save WORD format)
- Antivirus software.
- Colored pencils may be used for diagram identification.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and articulate the foundational development of modern radiography.
2. Differentiate between rays comprising the electromagnetic spectrum with emphasis on the characteristics and production of x-radiation.
3. Apply basic principles in the production of a radiographic image.

4. Summarize the construction and significance of medical radiographic film.
5. Apply the principles pertinent to radiographic cassettes and intensifying screens for image production.
6. Identify and describe components of the processing area which affect quality radiographic imaging.
7. Summarize and compare the principles of digital and computerized radiography to conventional radiography.
8. Calculate and employ formulas for technique conversions.

Academic Year: 2018-2019

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RAD 115

Radiographic Imaging II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Course Topics:

- Radiographic Qualities: Density, Contrast, Detail, Distortion, and Latitude
- Production of scatter radiation
- Reduction of scatter radiation
- Influencing factors affecting radiographs
- Technique charts
- Automatic exposure control
- Tomography
- Magnification radiography
- Sensitometry
- Quality control for radiographic processing
- Utilization of computed radiography and digital radiography

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with internet access
[View computer requirements for the online portion of the course.](#)
- Word processing software (must be able to save WORD format)
- Antivirus software.
- Colored pencils may be used for diagram identification.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

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- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Analyze and critique radiographic images for quality factors.
2. Evaluate factors that affect the production of scatter radiation on an image.
3. Evaluate methods of improving image quality by reducing the effects of scatter radiation.
4. Demonstrate the effects that a change in technical formulas would have on the quality of an image.
5. Apply the basic radiographic principles when utilizing both digital and computed radiography.

Academic Year: 2018-2019

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RAD 121

Radiographic Physics

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Course Topics:

- Systems of Measurement
- Structure of Matter
- Electricity
- Electromagnetism
- Rectification
- Production of X-Rays
- Components of the X-Ray Circuit
- Imaging Intensification
- Automatic Exposure Control
- Computed Tomography

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with internet access
[View computer requirements for the online portion of the course.](#)
- Word processing software (must be able to save WORD format)
- Antivirus software.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

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- Add/Drop period
- Appeals Process
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- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify basic concepts of radiation science to include systems of measurement and the structure of matter.
2. Differentiate among basic concepts of electricity.
3. Differentiate between the principles and concepts of electromagnetism.
4. Identify the principles and concepts of rectification.
5. Summarize the properties and production of x-rays.
6. Relate the parts of the radiographic tube to its efficient operation.
7. Organize the components of the x-ray circuit in the appropriate working order.
8. Recognize the principles and functioning of the image intensification system.
9. Indicate the principles of the automatic exposure control system.
10. Identify the principles of CT.

Academic Year: 2018-2019

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RAD 130

Radiographic Procedures I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

Course Topics:

- Positioning Terminology
- General Considerations for Radiography
- Abdomen Radiography
- Chest Radiography
- Upper Extremity Radiography
- Shoulder Girdle Radiography

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Select appropriate radiographic principles for performing routine and non-routine radiographic examinations of the chest, abdomen, upper extremity, and shoulder girdle.
2. Communicate clearly to patients, radiographers, and other health care personnel when performing routine and non-routine radiographic examinations of the chest, abdomen, upper extremity, and shoulder girdle.
3. Determine appropriate radiation protection principles for the performance of routine and non-routine radiographic examinations of the chest, abdomen, upper extremity, and shoulder girdle.
4. Identify radiographic anatomy on completed images of the chest, abdomen, upper extremity, and shoulder girdle.
5. Critique radiographic examinations of the chest, abdomen, upper extremity, and shoulder girdle to determine radiographic quality in regards to: positioning accuracy, exposure factors, demonstration of anatomy, and other technical points.

Academic Year: 2018-2019

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RAD 136

Radiographic Procedures II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of radiographic procedures for visualization of the structures of the body.

Course Topics:

- Contrast Media
- Digestive System Radiography
- Lower Extremity Radiography
- Bony Thorax Radiography
- Vertebral Column Radiography

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Select appropriate radiographic principles for performing routine and non-routine radiographic examinations of the bony thorax, digestive system, lower extremity and vertebral column.
2. Communicate clearly to patients, radiographers, and other health care personnel when performing routine and non-routine radiographic examinations of the bony thorax, digestive system, lower extremity and vertebral column.
3. Determine appropriate radiation protection principles for the performance of routine and non-routine radiographic examinations of the bony thorax, digestive system, lower extremity and vertebral column.
4. Identify radiographic anatomy on completed images of the bony thorax, digestive system, lower extremity and vertebral column.
5. Critique radiographic examinations of the bony thorax, digestive system, lower extremity and vertebral column to determine radiographic quality in regards to: positioning accuracy, exposure factors, demonstration of anatomy, and other technical points.

Academic Year: 2018-2019

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RAD 153

Applied Radiography I

Hours: Class 0, Lab 9, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

Course Topics:

- Professionalism
- Program policies and procedures
- Clerical duties
- Transportation of patients
- X-ray Equipment
- Radiation Protection
- Aseptic technique

- Chest procedures
- Abdomen procedures

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper uniforms and accessories (refer to dress code)
- Clinical packet
- Time cards
- Competency book
- [Radiologic Technology Program Student Handbook](#).

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Communicate and work effectively with the healthcare professionals and patients while demonstrating appropriate radiographic skills.
2. Perform radiographic procedures tasks.
3. Practice professional development activities to improve radiographic skills.

4. Demonstrate compliance to Radiologic Technology Program policies and procedures.

Academic Year: 2018-2019

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RAD 176

Applied Radiography III

Hours: Class 0, Lab 18, Credits 6

Pre-requisite:

Co-requisite:

Course Description:

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Course Topics:

- Communication
- Professionalism
- Patient Care
- Radiographic Anatomy and Procedures
- Image Evaluation
- Radiation Protection
- Equipment Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper uniforms and accessories (refer to dress code)
- Clinical packet
- Time cards
- Competency book
- [Radiologic Technology Program Student Handbook.](#)

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RAD 201

Radiation Biology

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

Course Topics:

- Introduction to radiation protection
- Radiation types and sources
- Interaction of x-rays and matter
- Radiation quantities and units
- Radiation monitoring
- Molecular and cellular radiation biology
- Early effects of radiation on the organ systems
- Late effects of radiation on the organ systems
- Dose limits for exposure to radiation

- Equipment design for radiation protection
- Radiation protection for the patient
- Radiation protection for the occupational personnel
- Radioisotopes and radiation protection

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with internet access
[View computer requirements for the online portion of the course.](#)
- Word processing software (must be able to save WORD format)
- Antivirus software.
- Colored pencils may be used for diagram identification.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain how different sources of radiation produce radiant energy.
2. Evaluate the biologic interactions or radiation on cells, tissues, organs, and organ systems of the human

body.

3. Explain the units of measurement for radiant energy and how each applies to various mediums.
4. Discuss various radiation monitoring devices and the importance of their use in the radiology profession.
5. Apply principles of radiation protection to be used in various situations related to diagnostic radiography.
6. List NCRP standards used to provide radiation protection and safety in diagnostic radiography.

Academic Year: 2018-2019

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RAD 205

Radiographic Pathology

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Course Topics:

- General Pathologic Terms
- Disease Processes of the Musculoskeletal System
- Disease Processes of the Respiratory System
- Disease Processes of the Abdomen and Hepatobiliary System
- Disease Processes of the Digestive System
- Disease Processes of the Cardiovascular System
- Disease Processes of the Central Nervous System
- Disease Processes of the Genitourinary System

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with internet access
[View computer requirements for the online portion of the course.](#)
- Word processing software (must be able to save WORD format)
- Antivirus software.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the general principles and terms of pathology.
2. Classify diseases, definitions, etiology, treatment, and prognosis along with radiographic procedures or examination and diagnosis for diseases relating to:
 - Musculoskeletal system
 - Respiratory system
 - Abdominal and Hepatobiliary system
 - Gastrointestinal system
 - Genitourinary system
 - Central Nervous System
 - Cardiovascular
3. Describe the radiographic appearance of diseases of each body system.
4. Identify the appropriate technical changes required to best demonstrate each pathological condition.
5. Research a specific pathology for written and radiographic presentation.

Academic Year: 2018-2019

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RAD 225

Selected Radiographic Topics

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of selected areas related to radiography.

Course Topics:

- Medical Terminology
- Anatomy and Physiology
- Radiographic Procedures
- Patient Management
- Image Production
- Radiation Biology and Protection
- Equipment Operation and Maintenance
- Testing Taking Strategies

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with internet access
[View computer requirements for the online portion of the course.](#)
- Word processing software (must be able to save WORD format)
- Antivirus software.
- Pencil for all tests, ring-binder and notebook paper
- All radiologic technology required textbooks

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Use test taking strategies to enhance performance on mock registry exams.
2. Apply the principles of image acquisition and evaluation.
3. Apply the principles related to performance of radiographic procedures.
4. Apply the principles of Equipment operation and Quality Control.
5. Apply principles of radiation protection for occupational workers and the general public.
6. Apply the principles of patient care and education in the imaging department.

Academic Year: 2018-2019

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RAD 230

Radiographic Procedures III

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of special radiographic procedures.

Course Topics:

- Skull Radiography
- Facial Bones and Paranasal Sinuses Radiography
- Biliary System Radiography
- Urinary System Radiography
- Trauma and Surgical Radiography
- Interventional Radiographic Procedures
- Cross-Sectional Anatomy

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests.

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Select appropriate and non-routine radiographic examinations of the skull, facial bones, biliary and urinary systems, to include trauma and surgical exams.
2. Determine appropriate radiation protection principles when performing routine and non-routine radiographic examinations of the skull, facial bones, biliary and urinary systems, to include trauma and surgical exams.
3. Critique radiographic images of the skull, facial bones, biliary and urinary systems to determine radiographic quality in regards to: positioning accuracy, exposure factors, demonstration of anatomy, and other technical points.
4. Identify various specialized radiologic procedures performed within the interventional radiology suite.

Academic Year: 2018-2019

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RAD 256

Advanced Radiography I

Hours: Class 0, Lab 18, Credits 6

Pre-requisite:

Co-requisite:

Course Description:

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Course Topics:

- Communication
- Professionalism
- Patient Care
- Radiographic Anatomy and Procedures
- Image Evaluation
- Radiation Protection
- Equipment Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper uniforms and accessories (refer to dress code)
- Clinical packet
- Time cards
- Competency book
- [Radiologic Technology Program Student Handbook](#)

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RAD 268

Advanced Radiography II

Hours: Class 0, Lab 24, Credits 8

Pre-requisite:

Co-requisite:

Course Description:

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Course Topics:

- Communication
- Professionalism
- Patient Care
- Radiographic Anatomy and Procedures
- Image Evaluation
- Radiation Protection
- Equipment Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper uniforms and accessories (refer to dress code)
- Clinical packet

- Time cards
- Competency book
- [Radiologic Technology Program Student Handbook](#)

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RAD 278

Advanced Radiography III

Hours: Class 0, Lab 24, Credits 8

Pre-requisite:

Co-requisite:

Course Description:

This course includes routine and advanced radiographic procedures in the clinical environment.

Course Topics:

- Communication
- Professionalism
- Patient Care
- Radiographic Anatomy and Procedures
- Image Evaluation
- Radiation Protection
- Equipment Operation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper uniforms and accessories (refer to dress code)
- Clinical packet
- Time cards
- Competency book
- Radiologic Technology Program Student Handbook

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RAD 282

Imaging Practicum

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Course Topics:

- Quality Management
- Pharmacology
- Venipuncture
- Electrocardiography

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Pencil for all tests, calculator

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance

- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RAD 283

Imaging Practicum

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Course Topics:

- Interventional Radiology
- Magnetic Resonance Imaging
- Mammography
- Nuclear Medicine
- Radiation Oncology
- Ultrasound

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Proper uniform and accessories (refer to dress code)
- Daily clinical records
- Time cards
- [Radiologic Technology Program Student Handbook](#)

Grading System:

An overall grade of C or higher is required to continue in the Radiologic Technology Program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Communicate and work effectively with the healthcare professionals and patients within four of the following special imaging modalities: Interventional Radiology, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Oncology and Ultrasound.
2. Assist in the performance of a procedure(s) in four of the following special imaging modalities under the direct observation of a qualified practitioner: Interventional Radiology, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Oncology and Ultrasound.
3. Identify the basic principles of four of the following special imaging modalities: Interventional Radiology, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Oncology and Ultrasound.
4. Describe how diagnostic radiography complements the special imaging modalities.
5. Demonstrate adherence to Radiologic Technology Program policies and procedures while rotating through the various special imaging modalities.

Academic Year: 2018-2019

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RDG 032

Developmental Reading

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

Course Topics:

- Reading Strategies
- Vocabulary Skills
- Main idea
- Patterns of Organization
- Inference

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 3-ring notebook
- Notebook dividers
- College-level dictionary
- USB
- Pens and pencils
- Stapler
- Highlighter
- Access to a computer capable of formatting documents in Word or RTF
- Internet access

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

F 0 – 69

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply reading strategies for previewing new information, integrating knowledge and recalling information
2. Determine word meaning using vocabulary skills;
3. Identify the main idea of a reading selection by determining the topic and key details;
4. Analyze the organizational patterns of texts;
5. Employ inferential skills to draw conclusions.

Academic Year: 2018-2019

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RDG 100

Critical Reading

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Take RDG 032.

Co-requisite:

Course Description:

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Non-degree credit

Course Topics:

- Vocabulary Skills
- Main Idea and Supporting Details
- Patterns of Organization
- Inference
- Critical Thinking

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 3-ring notebook
- Notebook dividers
- College-level dictionary
- USB, pens and pencils
- Stapler
- Highlighter
- Access to a computer capable of formatting documents in Word or RTF
- Internet access

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the topic and pattern of organization of a selected passage by applying active reading strategies.
2. Determine the explicit and implied main idea of a selected passage by using the topic and pattern of organization.
3. Annotate a passage by identifying and organizing key points in a text.
4. Communicate effectively by writing reflectively and responding orally to a text.

Academic Year: 2018-2019

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REL 101

Introduction to Religion

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of religion and the nature of religious belief and practice.

Course Topics:

- History, terms and beliefs of the major world religions.
- Comparing and contrasting competing claims of the various traditions about the afterlife, the problem of evil, human nature and other topics.
- Evaluate current events that are impacted by the various religious traditions covered in the course.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- None

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Identify the different definitions of religion, along through written exams and class papers.
2. Analyze and explicate various categories used in comparative religion, such as Ritual, Ethics and Doctrine through class discussion and class papers.
3. Articulate the strengths and weaknesses of the various definitions of religion on exams and class discussion.
4. Evaluate current events that involve religious traditions and apply understandings of basic terms and history through class discussion.
5. Summarize and compare the various examples from specific traditions of categories such as Ritual, Ethics, and Doctrine through exams and papers.

Academic Year: 2018-2019

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REL 104

Early Christian History and Literature

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the Biblical New Testament and other early Christian writings, emphasizing the historical and cultural contexts in which they were produced.

Course Topics:

- History, themes and content of New Testament literature.
- Major historical, cultural and literary influences on Early Christian literature.
- Explore competing understandings of various passages in New Testament writings.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Any version of the Bible

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify cultural and historical influences on Early Christianity through written exams and class papers.
2. Analyze and explicate the various forms of literature found in the New Testament through class discussion and written exams.
3. Articulate and compare the differing theologies found in various literary forms in the New Testament through class discussion and written exams.
4. Analyze competing interpretations of key New Testament passages through class discussion and papers.
5. Explicate competing claims about non-canonical documents found in current popular media through class discussions and papers.

Academic Year: 2018-2019

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REL 105

Early Jewish History and Literature

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course provides a study of the Tanakh, the Talmud, and other early Jewish works, emphasizing the historical and cultural contexts in which they were created.

Course Topics:

- History, themes and content of Hebrew Bible literature.
- Major historical, cultural and literary influences on Hebrew Bible literature.
- Explore competing understandings of various passages in Hebrew Bible writings.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Any version of the Hebrew Bible (Old Testament)

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify historical and cultural influences on Early Judaism through written exams and class papers.
2. Analyze and explicate different types of literature found in the Hebrew Bible through class discussion and written exams.
3. Articulate different theological positions found in the various literary genres of the Hebrew Bible through class discussion and written exams.
4. Analyze competing interpretations of key Hebrew Bible passages through class discussion and papers.
5. Explicate competing claims about canonical and non-canonical documents found in current popular media

through class discussion and papers.

Academic Year: 2018-2019

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REL 201

Religions of the World

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course surveys the major religious traditions of the world.

Course Topics:

- History, terms and beliefs of the major world religions.
- Comparing and contrasting competing claims of the various traditions about the afterlife, the problem of evil, human nature and other topics.
- Evaluate current events that are impacted by the various religious traditions covered in the course.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Ability to format documents in .doc, .docx, .rtf, or .html format.

Grading System:

A grade of “C” or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the characteristics of various forms of religion through written exams and class papers.
2. Analyze and explicate differing theologies of various religious traditions on death, evil, human nature and other topics through class discussion and class papers.
3. Articulate the meanings of basic terminology of specific religious traditions through class discussion and written exams.
4. Evaluate current events that involve religious traditions and apply understandings of basic terms and history through class discussion.
5. Summarize and compare the various religious traditions' answers to basic questions such as how to overcome human evil, what is human nature on a chart outlining these issues.

Academic Year: 2018-2019

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RES 101

Introduction to Respiratory Care

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes introduction topics pertinent to entering the respiratory care profession, i.e., medical terminology, ethical issues, and legal issues.

Course Topics:

- Review of the pulmonary system and terms
- Review of the cardiac system and terms
- Review of the diffusin. laws and terms
- Review of the gas laws as they pertain to the respiratory system
- Review of oxygenation transport
- Review of ventilation
- Introduction to acid-base balance as it relates to ventilation

- Introduction to the terminology and legal aspects of the AARC, NBRC, CoArC
- Introduction to factors involving patient safety
- Introduction to ethical issues as they involve the hospital environment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- A four function mathematical calculator

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe the anatomy and physiology of the respiratory system.
2. Apply the anatomy and physiology of the respiratory system to ventilation.
3. Define and identify lung volumes, capacities and flow measurements to include their normal.
4. Apply the factors that involve diffusion of gases within the body.
5. Describe the anatomy and physiology of the circulatory system.

6. Explain the factors that are involved in oxygen transport throughout the body.
7. Explain the factors that involve the movement of carbon dioxide and its role in acid-base balance.
8. Explain the effects of aging, high altitude, and high pressure environments on the cardiopulmonary system.
9. Define and explain the purposes of the AARC, NBRC, CoARC and patient safety.
10. Summarize the ethical and legal implications of medical care

Academic Year: 2018-2019

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RES 111

Pathophysiology

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the general principles and analyses of normal and diseased states.

Course Topics:

- Introduction to Physical Assessment
- Oxygenation and ventilation failure
- Asthma
- Chronic Obstructive Pulmonary Disease – COPD
- Acute Respiratory Distress Syndrome – ARDS
- Chest trauma
- Sleep disorder breathing
- Pneumonia
- Tuberculosis – TB

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- A four function mathematical calculator

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Apply the procedures associated with the bedside assessment of the patient to include the patient interview, physical exam, evaluation of oxygenation status, interpretation of pulmonary functions, the electrocardiogram, radiographs and special procedures.
2. Summarize the pathophysiology, clinical features and treatment of oxygenation and ventilation failure.
3. Summarize the pathophysiology, clinical features and treatment of asthma.
4. Summarize the pathophysiology, clinical features and treatment of chronic obstructive pulmonary disease to include rehabilitation.
5. Summarize the pathophysiology, clinical features and treatment of acute respiratory distress syndrome.
6. Summarize the pathophysiology, clinical features and treatment of chest trauma.
7. Summarize the pathophysiology, clinical features and treatment of pneumonia.
8. Summarize the pathophysiology, clinical features and treatment of sleep disorder breathing.
9. Summarize the pathophysiology, clinical features and treatments of tuberculosis.

Academic Year: 2018-2019

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RES 121

Respiratory Skills I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes a study of basic respiratory therapy procedures and their administration.

Course Topics:

- principles of infection control
- procedures associated with the bedside assessment of the patient
- patient safety, communication and record keeping
- storage and delivery systems of medical gases
- delivery of medical gas therapy
- delivery of humidity and bland aerosol therapy
- administration of medicated aerosol modalities
- ethical and legal implications of medical care
- factors of communication related to cultural diversity in the health care setting

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RES 123

Cardiopulmonary Physiology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers cardiopulmonary physiology and related systems.

Course Topics:

- Anatomy and Physiology of the Respiratory System
- Anatomy and Physiology of the Cardiac System
- Basic operation of a fluid filled system
- Arterial Pressure Monitoring
- Pulmonary Artery Pressure Monitoring
- Pharmacologic influences on hemodynamics
- Monitoring patients in shock

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Students are expected to have viewed the online presentations prior to class and come to class prepared with their text.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RES 131

Respiratory Skills II

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of selected respiratory care procedures and applications.

Course Topics:

- Bronchial hygiene
- Hyperinflation therapy
- Airway management of the non-intubated patient
- Electrocardiograph
- Arterial blood gas sampling

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Four function mathematical calculator

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain and demonstrate proficiency in hyperinflation therapy techniques, goals and clinical objectives.
2. Compare and perform the proper techniques and potential benefits of each of the commonly used bronchial hygiene adjuncts.
3. Explain and demonstrate proficiency in airway selection, insertion and maintenance of the non-intubated patient.
4. Perform the electrocardiograph procedure.
5. Explain and demonstrate proficiency in arterial blood gas sampling.
6. Administer pulmonary function testing.
7. Apply the principals of a 12-lead ECG.

Academic Year: 2018-2019

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RES 141

Respiratory Skills III

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course covers mechanical ventilation systems, pediatrics and associated monitors.

Course Topics:

- Basic adult mechanical ventilation and application
- Establishing the need for ventilation
- Basic adult non-invasive ventilation and application
- Basic ventilator modes and settings

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Establish the need for mechanical ventilation.
2. Demonstrate non-invasive ventilation.
3. Select the ventilator and the mode based on clinical finding and assessment data.
4. Determine initial ventilator settings.
5. Modify ventilator settings based on patient clinical findings.

Academic Year: 2018-2019

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RES 151

Clinical Applications I

Hours: Class 0, Lab 15, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course covers the fundamental respiratory care procedures in the hospital setting.

Course Topics:

- Application of adult floor aerosol therapy
- Application of patient assessment skills
- Application of oxygen modalities
- Application of pulmonary function testing
- Principals of cleaning, storage, assembly, use, theory and operation of equipment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the

final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate concepts and theory of adult floor therapy learned in the classroom.
2. Demonstrate concepts and principals of adult floor therapy learned in the laboratory setting.
3. Demonstrate cognitive competency in adult floor therapy.
4. Demonstrate psychomotor skills in adult floor therapy classroom and laboratory setting.
5. Explain the theory, operation, cleaning, storage, assembly and use of equipment used in the performance of respiratory care.
6. Summarize the ethical and legal implications of medical care.
7. Examine the factors of communication related to cultural diversity in the health care setting.

Academic Year: 2018-2019

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RES 152

Clinical Applications II

Hours: Class 0, Lab 9, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes practice of respiratory care procedures in the hospital setting.

Course Topics:

- Application of adult floor aerosol therapy
- Application of patient assessment skills
- Application of oxygen modalities
- Application of pulmonary function testing
- Principals of cleaning, storage, assembly, use, theory and operation of equipment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In addition to the items below, the student is also **required to maintain a current CPR card and TB testing within one year at all times.**

- Required uniform
- Name tag
- Student patch
- Watch with a second hand
- Stethoscope
- Scissors
- Calculator
- Black ink pen
- Clinical syllabus
- Clinical log forms as outlined in the student handbook.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate concepts and principals of adult floor therapy learned in the classroom and laboratory setting.
2. Demonstrate competency in the performance of adult floor therapy learned in the classroom and laboratory setting.
3. Demonstrate knowledge of the theory, operation, cleaning, storage, assembly, and use of equipment used in respiratory care.
4. Develop and demonstrate the patient assessment process with physician interactions.
5. Conduct himself/herself in an ethical and professional manner.

Academic Year: 2018-2019

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RES 204

Neonatal/Pediatric Care

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

Course Topics:

- Development and care of the fetus from conception through birth.
- Care of a neonatal or pediatric patient.
- Causes and care of illness in perinatal and pediatric patients.
- Oxygenation and ventilation in the neonatal and pediatric patient.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Students are expected to have viewed the video presentations prior to class and come to class prepared with their text.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize the development and care of the fetus from conception through birth.
2. Recommend care for a neonatal or pediatric patient.
3. Differentiate the causes and care of illness in perinatal and pediatric patients.
4. Initiate mechanical ventilation for a neonatal or pediatric patient.
5. Modify oxygenation and ventilation in the neonatal and pediatric patient.

Academic Year: 2018-2019

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RES 242

Advanced Respiratory Care Transition

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course provides a comprehensive review of advanced respiratory care.

Course Topics:

- Prepare the student for the advanced written board exam that is taken upon graduation
- Test taking strategies for both the written and clinical simulation exams

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Prepare for successful completion of the written board exam.
2. Analyze test-taking strategies to enhance performance on standardized tests.
3. Review cognitive material relevant to the Advanced-Level Respiratory Care Practitioner.
4. Describe the three different types of exam questions found on the NBRC credentialing examination.
5. Practice examination questions in preparation for the national credential examinations.

Academic Year: 2018-2019

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RES 244

Advanced Respiratory Skills I

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.

Course Topics:

- Advanced ventilator management
- Advanced ventilator graphics
- Weaning the patient from the ventilator

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Review the history of ventilation, modes and terminology and, basic ventilator graphics.
2. Illustrate the advanced terms and concepts of mechanical ventilation.
3. Demonstrate an understanding of how ventilators work.
4. Diagram how a ventilator breath is delivered in each mode.
5. Compare and contrast the relationship between volume, pressure, flow and time as they relate to advanced ventilator graphics.
6. Outline the processes associated with ventilator liberation.

Academic Year: 2018-2019

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RES 245

Advanced Respiratory Skills II

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.

Course Topics:

- Avoiding lung injury with mechanical ventilation
- Maximizing oxygen delivery and carbon dioxide removal with mechanical ventilation
- Management differences of obstructive vs restrictive lung injuries with mechanical ventilation
- Mechanical ventilation's effects on the other organ systems of the body
- Troubleshooting alarm situations
- Non-Traditional mechanical ventilation approaches

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Four function basic calculator

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of "C" or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Evaluate mechanical ventilation to avoid lung injury.
2. Modify ventilator management to maximize oxygen delivery and carbon dioxide removal.
3. Differentiate between obstructive and restrictive lung disease and how each is managed using mechanical ventilation.
4. Predict the effects of mechanical ventilation on the organ systems of the body.
5. Solve alarm situations involving mechanical ventilators.
6. Justify and integrate the use of non-traditional mechanical ventilation approaches.
7. Choose the appropriate method to assess the respiratory function of a patient on mechanical ventilation.

Academic Year: 2018-2019

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RES 246

Respiratory Pharmacology

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course includes a study of pharmacologic agents used in cardiopulmonary care.

Course Topics:

- Sources of drugs, effects of drugs on the body and factors that alter drug effects
- Physiology of the sympathetic and parasympathetic nervous systems
- Outlining the mechanism of action of adrenergic, antiadrenergic, cholinergic, anticholinergic drugs, and aerosolized antimicrobials
- Explaining the mechanism of action of respiratory care medications
- Analyzing a case study and recommend the appropriate respiratory care medication to administer
- Given a case study, appropriately modifying the medication regimen
- Recognizing the side effects to respiratory care medications
- Analyzing the medication regimen for a case study patient and deducing if the regimen is appropriate.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Students are expected to have viewed the video presentations prior to class and come to class prepared with their text.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the

final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RES 247

Advanced Respiratory Pharmacology

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers the indications, side effects, and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.

Course Topics:

- Basic ECG monitoring and rhythm interpretation
- Application of medications used ACLS principles

Application of neuromuscular blocking agents, cardiovascular pharmacology, circulatory pharmacology, and diuretics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Students are expected to have viewed the online presentations prior to class and come to class prepared with their text.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Interpret ECG's from 3-lead tracings.
2. Apply the principles of pharmacology to ACLS.
3. Summarize the general pharmacological principles relating to the use of neuromuscular blocking agents and their mechanism of action.
4. Apply the principles of pharmacology to the cardiovascular system.

5. Apply the principles of pharmacology to drugs affecting the circulation.
6. Apply the principles of pharmacology to diuretic agents.
7. Summarize the effects of smoking on the cardiopulmonary and other organ systems and pharmacologic agents to aid in smoking cessation.

Academic Year: 2018-2019

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RES 255

Clinical Practice

Hours: Class 0, Lab 15, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course includes clinical training with emphasis on intensive care.

Course Topics:

- Application of adult floor and critical care aerosol therapy
- Application of patient assessment skills in the adult floor and critical care setting
- Application of oxygen modalities in the adult floor and critical care setting
- Application of pulmonary function testing
- Application of respiratory care in the neonatal intensive care units
- Principals of cleaning, storage, assembly, use, theory and operation of equipment
- Demonstration of the patient assessment process with physician interaction.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In addition to the items below, the student is also **required to maintain a current CPR card and TB testing within one year at all times.**

- Required uniform
- Name tag
- Student patch
- Watch with a second hand
- Stethoscope
- Scissors
- Calculator
- Black ink pen

Clinical syllabus

- Clinical log forms as outlined in the student handbook.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RES 275

Advanced Clinical Practice

Hours: Class 0, Lab 15, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course includes clinical practice in advanced patient care procedures.

Course Topics:

- Application of adult floor and critical care aerosol therapy
- Application of patient assessment skills in the adult floor and critical care setting
- Application of oxygen modalities in the adult floor and critical care setting
- Application of pulmonary function testing
- Application of respiratory care in the neonatal intensive care units
- Principles of cleaning, storage, assembly, use, theory and operation of equipment
- Demonstration of the patient assessment process with physician interaction.
- Demonstration of competence in intubation of the airway
- Application of respiratory care in the home

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In addition to the items below, the student is also **required to maintain a current CPR card and TB testing within one year at all times.**

- Required uniform
- Name tag
- Student patch
- Watch with a second hand
- Stethoscope
- Scissors
- Calculator
- Black ink pen
- Clinical syllabus
- Clinical log forms as outlined in the student handbook.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate concepts, principals, and competency in the performance of adult floor therapy learned in the classroom and laboratory setting.
2. Demonstrate knowledge of the theory, operation, cleaning, storage, assembly, and use of equipment used in respiratory care.
3. Plan, implement and modify respiratory care for adult patients in the critical care setting.
4. Articulate respiratory care provided to patients in neonatal intensive care units.
5. Develop and demonstrate the patient assessment process.
6. Conduct himself/herself in an ethical and professional manner.
7. Distinguish the special considerations for delivery respiratory care in the home care setting.
8. Demonstrate competency in intubations.

Academic Year: 2018-2019

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RES 277

Advanced Clinical Practice II

Hours: Class 0, Lab 15, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course is the study of the clinical practice of advanced patient care procedures.

Course Topics:

- Application of adult floor and critical care aerosol therapy
- Application of patient assessment skills in the adult floor and critical care setting

- Application of oxygen modalities in the adult floor and critical care setting
- Application of pulmonary function testing
- Application of respiratory care in the neonatal intensive care units
- Principals of cleaning, storage, assembly, use, theory and operation of equipment
- Demonstration of the patient assessment process with physician interaction.
- Demonstration of competence in intubation of the airway
- Application of respiratory care in the home

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

In addition to the items below, the student is also **required to maintain a current CPR card and TB testing within one year at all times.**

- Required uniform
- Name tag
- Student patch
- Watch with a second hand
- Stethoscope
- Scissors
- Calculator
- Black ink pen
- Clinical syllabus
- Clinical log forms as outlined in the student handbook.

Grading System:

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

A grade of “C” or higher is required to continue in the associate degree program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct

Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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RWR 100

Integrated Transitional Reading and English (Non-Degree Credit)

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

Course Topics:

- Summary of Texts
- Critical Thinking Skills
- Composition writing
- Revision

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 3-ring notebook
- Notebook dividers
- College-level dictionary
- USB
- Pens and pencils
- Stapler
- Highlighter
- Access to a computer capable of formatting documents in Word or RTF

- Internet access

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Summarize a text to include annotating and outlining.
2. Evaluate the relevance, quantity, and quality of ideas and information in establishing a claim.
3. Compose a variety of compositions to include a functional thesis statement/topic sentence, adequate and specific support, coherence, academic style, and mechanical proficiency.
4. Incorporate relevant ideas and words of other writers through paraphrase and quotations.
5. Revise a text and a self-generated composition for direction, support, coherence, and mechanical proficiency.

Academic Year: 2018-2019

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SAC 101

Best Practices in School -Age and Youth Care Skills

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

Course Topics:

- The School- Age Care Profession
- The School-Age Care Professional
- Physical Development
- Play
- Cognitive Development
- Communication
- Creativity
- Social Development
- Self
- Guidance
- Morality
- Trends and Issues for School Age Care
- Program Environment
- A Healthy and Safe Environment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Computer with Internet access
- Word-processing software (must be able to save Word format)
- Anti-virus software

Grading System:

A grade of C is required for all course work.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period

- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Select space, time, and materials to plan developmentally appropriate experiences that encourage children's play, exploration, and learning. (NAEYC 1a, 1c)
2. Identify the principles of child growth and development to serve as a foundation for working effectively with young children. (NAEYC 1a)
3. Identify strategies and techniques for providing a supportive environment in which children can develop self-control and interact positively with others. (NAEYC 1c)
4. Name strategies for establishing and maintaining positive and productive relationships with families. (NAEYC 2a)
5. Identify community resources to assist children with diverse abilities, their families, and early care and education professionals. (NAEYC1b, 2b, 2c, 3d)
6. Identify national, state and local standards, policies, regulations, and laws that are applicable to school-age care programs. (NAEYC 6a, 6d)
7. Demonstrate effective strategies and tools for early education, including appropriate uses of technology. (NAEYC 4b)

Academic Year: 2018-2019

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SOC 101

Introduction to Sociology

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

Course Topics:

- The Sociological Perspective

- Sociological Imagination
- Culture
- Society
- Socialization
- Social interaction in Everyday Life
- Groups and Organizations
- Deviance
- Global Stratification
- Race and Ethnicity
- Sex, Gender and Sexuality
- Families
- Education and Religion
- Health, Health Care and Disability
- Population, Urbanization, and Environment

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Describe the 3 main theoretical perspectives of Sociology.
2. Explain the concepts of class, race, and gender stratification, including how they are socially constructed.
3. Analyze social institutions and their impact on the socialization of individuals.

Academic Year: 2018-2019

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SOC 102

Marriage and the Family

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

Course Topics:

- The Changing Family
- The Family in Historical Perspective
- Racial and Ethnic Families: Strengths and Stresses
- Socialization and Gender Roles
- Romance, Love, and Loving Relationships
- Sexuality and Sexual Expression Throughout Life
- Choosing Others: Dating and Mate Selection
- Singlehood, Cohabitation, Civil Unions, and Other Options
- Marriage and Communication in Intimate Relationships
- To Be or Not To Be a Parent
- Raising Children: Promises and Pitfalls
- Balancing Work and Family Life
- Domestic Conflict and Divorce
- The future trends with regard to the American family.

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Describe how relationships are developed with regard to gender roles, romance, and sexuality.
2. Describe the major choices and constraints with regard to parenting and raising children.
3. Summarize areas of conflict and crisis in the family.

Academic Year: 2018-2019

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SOC 205

Social Problems

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of current social problems in America, stressing the importance of social change and

conflicts as they influence perceptions, definitions, etiology, and possible solutions.

Course Topics:

- Studying Social Problems in the Twenty-First Century
- Wealth and Poverty: U.S. and Global Economic Inequalities
- Racial and Ethnic Inequality
- Inequality based on Age
- Alcohol and other Drugs
- Crime and Criminal Justice
- The Changing Family
- Problems in Politics and the Global Economy
- Global Social Problems: War and Terrorism
- Can Social Problems Be Solved?

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Distinguish the difference between personal and social problems.
2. Recognize the problems of social inequality.
3. Identify global social problems.

Academic Year: 2018-2019

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SPA 101

Elementary Spanish I

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

Course Topics:

- Reading skills appropriate for non-native speakers of Spanish at the first semester level
- Writing skills appropriate for non-native speakers of Spanish at the first semester level
- Speaking skills appropriate for non-native speakers of Spanish at the first semester level
- Listening skills appropriate for non-native speakers of Spanish at the first semester level
- Cultural awareness of traditions/events/significant persons in the Hispanic/Latino community

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Spanish/English Dictionary recommended

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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SPA 102

Elementary Spanish II

Hours: Class 4, Lab 0, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course continues development of the basic language skills and the study of Hispanic cultures.

Course Topics:

- Reading skills appropriate for non-native speakers of Spanish at the second semester level
- Writing skills appropriate for non-native speakers of Spanish at the second semester level
- Speaking skills appropriate for non-native speakers of Spanish at the second semester level
- Listening skills appropriate for non-native speakers of Spanish at the second semester level
- Cultural awareness of traditions/events/significant persons in the Hispanic/Latino community

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Spanish/English Dictionary recommended

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate listening comprehension of spoken Spanish.
2. Develop conversational skills in speaking Spanish.
3. Demonstrate reading comprehension of written Spanish.
4. Demonstrate writing comprehension in Spanish.
5. Demonstrate knowledge of the culture, history, and daily lives of the Spanish-speaking peoples of the world.

Academic Year: 2018-2019

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SPA 201

Intermediate Spanish I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Course Topics:

- Reading skills appropriate for non-native speakers of Spanish at the third semester level
- Writing skills appropriate for non-native speakers of Spanish at the third semester level
- Speaking skills appropriate for non-native speakers of Spanish at the third semester level
- Listening skills appropriate for non-native speakers of Spanish at the third semester level
- Cultural awareness of traditions/events/significant persons in the Hispanic/Latino community

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Spanish/English Dictionary recommended

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate listening comprehension of spoken Spanish.
2. Develop conversational skills in speaking Spanish.
3. Demonstrate reading comprehension of written Spanish.

4. Demonstrate writing comprehension in Spanish.
5. Demonstrate knowledge of the culture, history, and daily lives of the Spanish-speaking peoples of the world.

Academic Year: 2018-2019

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SPA 202

Intermediate Spanish II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

Course Topics:

- Reading skills appropriate for non-native speakers of Spanish at the fourth semester level
- Writing skills appropriate for non-native speakers of Spanish at the fourth semester level
- Speaking skills appropriate for non-native speakers of Spanish at the fourth semester level
- Listening skills appropriate for non-native speakers of Spanish at the fourth semester level
- Cultural awareness of traditions/events/significant persons in the Hispanic/Latino community

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Spanish/English Dictionary recommended

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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SPC 205

Public Speaking

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to principles of public speaking with application of speaking skills.

Course Topics:

- Speech Development
- The Elements and Models of Communication
- Listening Skills
- Audience Analysis
- Topic Selection
- Language and Delivery
- Types and Styles of Public Speaking
- Group and Interpersonal Communication
- Informative Speaking
- Persuasive Speaking
- Monroe's Motivated Sequence

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 (minimum)
- Ability to format documents as .doc, .docs, .rtf, or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate auditory and visual skill in Public Speaking activities by delivering a speech.
2. Compose, organize, and outline a speech utilizing an introduction, main points, and conclusion.
3. Research, synthesize, and cite in MLA Format supporting material utilized in a speech.
4. Recognize and articulate the concepts, terms, theories, and vocabulary associated with speech communication.

Academic Year: 2018-2019

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SPC 208

Intercultural Communications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the theory and practice of “difference-based” communication—the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.

Course Topics:

- Cultural Identity
- Cultural Lenses
- Global Consciousness
- Perspectives
- Managing Cross-Culture Conflict
- Multicultural Teaming
- Bias
- Power Dynamics

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Analyze and assess the Students own culture.
2. Identify and apply various intercultural communication theories and models.
3. Identify various verbal and nonverbal communication uses and cultural variations.
4. Design and produce cultural competence.
5. Identify cultural prejudices, attitudes, and values.

Academic Year: 2018-2019

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SPC 209

Interpersonal Communications

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Explain the concepts, terms, vocabulary and theories associated with interpersonal communication.
2. Identify and explain communication behaviors that contribute to the creation of a positive communication environment.
3. Practice verbal strategies for desired communication outcomes.

Academic Year: 2018-2019

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SPC 212

Survey of Mass Communication

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a survey of the development of media and its influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film and their impact on American culture. Students will critique mass media using modern methodology.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define mass communications and be able to contrast mass media with other communication systems.
2. Explain the significance of major moments in communication and media history.
3. Analyze and discuss the factors involved in one's own media usage, including the advantages and disadvantages of various media consumption.
4. Explain the relationship between media economics and content.

Academic Year: 2018-2019

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SPC 285

Advanced Public Speaking

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course continues the study of principles of public speaking with application of speaking skills. Emphasis will be placed on a deeper understanding of communication theory and on attainment of skills in incorporating media in presentations.

Course Topics:

- Speech Development
- Presentation Aids
- Speech Organization
- Topic Selection
- Language and Delivery
- Types and Styles of Public Speaking
- Group and Interpersonal Communication

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

None

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Produce, use, and evaluate tools that enhance a presentation.
2. Compose, outline, and deliver a speech that includes a presentation aid.
3. Research, synthesize, and cite in MLA format supporting material utilized in a speech.

Academic Year: 2018-2019

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SUR 101

Introduction to Surgical Technology

Hours: Class 4, Lab 3, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

Course Topics:

- History of Surgery
- Physical Environment of the Surgery Suite
- Surgical Supplies and Equipment
- Microbiology
- Sterilization and Disinfection
- General Patient Care and Safety
- Legal and Ethical Considerations

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 folder with pockets

Grading System:

Students must maintain a final overall average of 80. An average of less than 80 will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity

- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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SUR 102

Applied Surgical Technology

Hours: Class 1, Lab 12, Credits 5

Pre-requisite:

Co-requisite:

Course Description:

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Course Topics:

- Surgical Instrumentation
- Aseptic Technique
- Surgical Attire
- Scrubbing, Gowning, and Gloving
- Sterilization and Disinfection
- Proper Case Setup
- Preoperative Preparation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 folder with pockets
- Scrub Suits
- Protective eye wear

- Two blank mini DVD-RW – need a total of 2 hours
- 1 box of latex surgical gloves – will be fitted for size first day of class

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program. Additionally, the student must satisfactorily complete all required competencies in the lab.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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SUR 106

Advanced Surgical Procedures

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of advanced surgical procedures.

Course Topics:

- Obstetrics and Gynecologic
- Orthopedics
- Neurosurgery
- Computer Knowledge
- Physics/Robotics
- All Hazards Preparation

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 folder with pockets

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the principles of obstetric and gynecologic surgery.
2. Assess the principles of orthopedic surgery.

3. Evaluate the principles of genitourinary surgery.
4. Assess the principles of neurosurgery.

Academic Year: 2018-2019

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SUR 107

Surgical Specialty Procedures

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the various surgical specialties.

Course Topics:

- Cardiothoracic Surgery
- Peripheral Vascular Surgery
- Plastic/Reconstructive Surgery
- Ophthalmic Surgery
- Otorhinolaryngologic Surgery
- Oral and Maxillofacial Surgery

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 folder with pockets

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Assess the principles of cardiothoracic surgery.
2. Analyze the principles of peripheral vascular surgery.
3. Explain the principles of plastic and reconstructive surgery.
4. Evaluate the principles of ophthalmic surgery.
5. Assess the principles of otorhinolaryngologic surgery.
6. Explain the principles of oral and maxillofacial surgery.

Academic Year: 2018-2019

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SUR 108

Surgical Anatomy I

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.

Course Topics:

- Organization
- Chemistry and Cells
- Tissue and Membranes
- Integumentary System
- Skeletal System
- Muscle System
- Nervous System

- Special Senses

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 folder with pockets
- Medical dictionary of your choice

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and describe the organization of the human body.
2. Analyze the basic structure of cells and body tissues.
3. Describe the anatomy and physiology of the skin and body membranes.
4. Identify the anatomy and physiology of the Skeletal System.
5. Describe the anatomy and physiology of the Muscular System.
6. Explain the anatomy and physiology of the Nervous System.
7. Describe the anatomy and physiology of the Special Senses.

Academic Year: 2018-2019

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SUR 109

Surgical Anatomy II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.

Course Topics:

- Blood and Heart
- Peripheral Vascular System
- Lymphatic System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive System
- Endocrine System

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 folder with pockets
- Medical Dictionary of your choice

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Define and describe the anatomy and physiology of the blood and heart.
2. Analyze the anatomy and physiology of the peripheral vascular and lymphatic system.
3. Describe the anatomy and physiology of the Respiratory System.
4. Identify the anatomy and physiology of the Digestive System.
5. Describe the anatomy and physiology of the Urinary System.
6. Explain the anatomy and physiology of the Reproductive System.
7. Describe the anatomy and physiology of the Endocrine System.

Academic Year: 2018-2019

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SUR 112

Surgical Practicum I

Hours: Class 0, Lab 12, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course includes the application of perioperative theory under clinical supervision.

Course Topics:

- Prepare Operating Room
- Case Setup
- Scrub Role
- Circulating Duties
- Postoperative Room Decontamination

- Patient Preparation for Labor and Delivery
- Decontamination, Preparation, and Sterilization of Supplies

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scrub Suits
- Protective eye wear

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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SUR 114

Surgical Specialty Practicum

Hours: Class 0, Lab 21, Credits 7

Pre-requisite:

Co-requisite:

Course Description:

This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Course Topics:

- Prepare Operating Room
- Case Setup
- Scrub Role
- Circulating Duties
- Postoperative Room Decontamination
- Patient Preparation for Labor and Delivery
- Decontamination, Preparation, and Sterilization of Supplies

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Scrub Suits
- Protective eye wear

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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SUR 116

Basic Surgical Procedures

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.

Course Topics:

- Sutures and Wound Closure Materials
- Intraoperative Routines Scrub/Circulating Roles
- Anesthesia Methods and Agents
- Drugs, Weights, and Measures
- Diagnostic Procedures
- Principles of General Surgery
- Surgical Instruments

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- 1 folder with pockets
- Scrub Suits
- Protective eye wear
- 2 blank mini DVD's R
- 1 – Box of Latex Sterile Surgical Gloves

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from

continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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SUR 120

Surgical Seminar

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Course Topics:

- Medical Terms
- Weights and Measures
- Microorganisms
- Infection Control
- Drugs in Surgery

- Surgical Environment
- Surgical Asepsis
- Patient Evaluation
- Wound Management
- Instrumentation/Equipment
- Surgical Counts

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- All surgical texts, anatomy text, notes, and related materials from previous units.

Grading System:

Students must maintain a final overall average of “80”. An average of less than “80” will prevent students from continuing in the program.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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THE 101

Introduction to Theatre

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the appreciation and analysis of theatrical literature, history, and production.

Course Topics:

- Theatre and Society
- Theatre Artists and Technicians
- Production Analysis
- Comedy and Tragedy
- Dramatic Literature
- Theatre History

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Internet access.
- Ability to format documents as .doc, .docx, .rtf, or .html

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)

Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the practical and critical skills of a well-informed theatre patron.
2. Identify the artistic and technical requirements of a theatrical production.
3. Analyze the basic structural patterns and stylistic elements of pieces of dramatic literature.
4. Identify the major movements in theatrical history and explain how these movements reflected contemporary society.
5. Analyze current theatre practices in Western culture.

Academic Year: 2018-2019

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THE 105

Fundamentals of Acting

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.

Course Topics:

- Acting Traditions
- Relaxation Techniques
- Collaboration
- Scene Actions and Objectives
- Emotion and Character
- Performance Techniques
- Analysis of Acting Techniques

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer

- Ability to format documents as .doc, .docx, .rtf, or .html
- Internet access

Grading System:

An overall grade of C or higher is required for transferability.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify theatre terminology related to acting and actors.
2. Evaluate actors and acting choices in theatrical productions.
3. Identify and demonstrate physical, vocal, and mental skills needed to be a successful actor on the stage.
4. Analyze characters from dramatic literature.
5. Perform improvisational scenes.

Academic Year: 2018-2019

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THE 220

Theatre Laboratory I

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This course is supervised participation in theatrical productions.

Course Topics:

- Analysis of Play Script
- Blocking
- Projection
- Memorization
- Collaboration

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Internet access.
- Ability to format documents as .doc, .docx, .rtf, or .html

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate physical, vocal, and mental skills needed to be a successful actor on the stage.

2. Demonstrate Method Acting techniques.
3. Analyze characters from dramatic literature.
4. Establish characters' objectives and actions for each scene.
5. Demonstrate strong work ethic both as an individual and as a collaborative team member.

Academic Year: 2018-2019

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THE 225

Theatre Production

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course includes the study and application of all processes of a theatrical production from “page to stage,” culminating in a production performance.

Course Topics:

- Analysis of Play Script
- Blocking
- Projection
- Memorization
- Collaboration

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Internet access.
- Ability to format documents as .doc, .docx, .rtf, or .html

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate physical, vocal, and mental skills needed to be a successful actor on the stage.
2. Analyze and interpret dramatic literature.
3. Demonstrate the character's role within the cultural and historical context of the production through adapting to the set and stage properties.
4. Develop character using voice and blocking techniques suitable for the theatre production.
5. Demonstrate strong work ethic both as an individual and as a collaborative team member.

Academic Year: 2018-2019

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THE 226

Children's Theatre

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an applied study of the dramatic literature and production practices of theatre for youth.

Course Topics:

- Analysis of Play Script
- Blocking
- Projection
- Memorization
- Collaboration

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Internet access.
- Ability to format documents as .doc, .docx, .rtf, or .html

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate physical, vocal, and mental skills needed to be a successful actor in a theatre production for children.
2. Create a character using voice and blocking techniques suitable for the children's theatre production.
3. Analyze and interpret dramatic children's literature.
4. Examine the character's role within children's literature.
5. Perform a theatre production for local elementary school audiences.

Academic Year: 2018-2019

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THE 240

Theatre History I

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the history of theatre from the Classical Era to 1700 and focuses on the interrelationship of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature.

Course Topics:

- Historical Foundations of Theatre
- Cultural Influence of Theatre
- Theatrical Design
- Acting Traditions
- Genres of Dramatic Literature

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer; ability to format documents as .doc, .docx, .rtf, or .html
- Internet access.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

Services For Students with Disabilities

- Withdrawal Policy

Student Learning Outcomes:

1. Identify the major time periods and geographic areas associated with the history of theatre.
2. Identify performance practices and design elements from various times and places.
3. Analyze the diversity of cultural, economic, and/or political environments as they affected theatre throughout history.
4. Analyze dramatic literature with consideration of historical contexts.
5. Research contemporary theatre productions of plays written during the Classical Era to 1700.

Academic Year: 2018-2019

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THE 241

Theatre History II

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of the history of theatre from the Classical Era to 1700 and focuses on the interrelationship of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature.

Course Topics:

- Historical Foundations of Theatre
- Cultural Influence of Theatre
- Theatrical Design
- Acting Traditions
- Genres of Dramatic Literature

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Windows 2000 or newer; ability to format documents as .doc, .docx, .rtf, or .html
- Internet access.

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify the major time periods and geographic areas associated with the history of theatre.
2. Identify performance practices and design elements from various times and places.
3. Analyze the diversity of cultural, economic, and/or political environments as they affected theatre throughout history.
4. Analyze dramatic literature with consideration of historical contexts.
5. Research contemporary theatre productions of plays writtern from 1770 – present.

Academic Year: 2018-2019

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THE 253

Stagecraft

Hours: Class 3, Lab 0, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting base electronics, properties, fly systems, drafting techniques, and back stage organization.

Course Topics:

- Production Organization and Management
- Theatre Design History
- Style, Composition, and Design
- Stage and Equipment
- Stage Properties
- Scenic Design
- Costume Design
- Makeup Design
- Technical Design

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Access to a computer with Internet access.
- Ability to format documents as .doc, .docx, .rtf, or .html

Grading System:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 – 59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify theatre terminology related to production design.

2. Conduct research of theatre production designs.
3. Demonstrate artistic design and technical craftsmanship for a theatre production.
4. Conduct backstage tasks required for a successful theatre production.
5. Demonstrate strong work ethic both as an individual and as a collaborative team member.

Academic Year: 2018-2019

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WLD 103

Print Reading I

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Co-requisite:

Course Description:

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

Course Topics:

- Basic Lines and Views
- Interpreting Notes, Specifications, and Dimensions
- Identifying Structural Shapes, Pipe, and Tubing
- Assemble Prints and Views

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

- Pencil with Eraser
- Sketching Paper
- Steel Tape or 6' Folding Ruler

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify parts of a drawing.
2. Read and interpret basic lines on welding blueprints.
3. Read and interpret basic drawing views on welding blueprints.
4. Recognize all types of dimensions on a basic welding blueprint.
5. Identify and interpret notes and specifications on a basic welding blueprint.

Academic Year: 2018-2019

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WLD 105

Print Reading II

Hours: Class 1, Lab 0, Credits 1

Pre-requisite:

Take WLD 103.

Co-requisite:

Course Description:

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.

Course Topics:

- Basic Welding Symbols
- Basic Joint Designs
- Types of Inspections for Weld Joints

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File
- Pencil with Eraser
- Sketching Paper
- Steel Tape or 6' Folding Ruler

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Read and interpret welding symbols and general abbreviations on a basic to moderately skilled blueprint.
2. Read and interpret basic joint designs pertaining to welding fabrication.
3. Read and interpret your basic pipe welding symbols.
4. Determine type of inspection and test for multiple welded joints as well as explaining common inspection and testing practices.
5. Identify multiple types of weld depending on the symbols such as plug welds, slot welds, surfacing welds, and flange welds.
6. Differentiate between preferred and non-preferred weld symbols.
7. Differentiate between location and weld placement according to the basic symbols.

Academic Year: 2018-2019

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WLD 106

Gas and Arc Welding

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

Course Topics:

- Introduction to Welding
- Oxy-Acetylene Cutting Torch
- SMAW Electrode Bead Building

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Classroom Conduct/Expectations
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- Online Confidentiality

- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the setup and use of welding equipment in the SMAW welding process.
2. Recognize and properly setup the Oxy-Acetylene Torch used in cutting various steels.
3. Identify types of welding electrodes and describe their uses on various types of steel.
4. Demonstrate the proper use of an Oxy-Acetylene Torch to make a proper cut on carbon steel.
5. Demonstrate overlapping weld beads in the Horizontal, Vertical, and Overhead positions using an E-6010 electrode and the SMAW welding process.
6. Demonstrate overlapping weld beads in the Horizontal, Vertical, and Overhead positions using an E-7018 electrode and the SMAW welding process.
7. Demonstrate a multiple pass fillet weld on X” carbon steel plate in the 1F position to AWS standards.
8. Demonstrate a multiple pass fillet weld on X” carbon steel plate in the 3F position to AWS standards.

Academic Year: 2018-2019

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WLD 109

Gas Metal Arc Welding II

Hours: Class 2, Lab 3, Credits 3

Pre-requisite:

Take WLD 228.

Co-requisite:

Course Description:

This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals.

Course Topics:

- Refresher practice of various types of welding
- F, 3F, 4F Welding Positions
- 2G, 5G, and 6G Welding Positions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt

- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process
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- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and properly setup the Oxy-Acetylene Torch used in cutting various steels.
2. Demonstrate proper setup the SMAW welding equipment to demonstrate minimal skill of basic welding technique.
3. Demonstrate proper setup the GTAW welding equipment to demonstrate minimal skill of basic welding technique.
4. Demonstrate proper setup the GMAW welding equipment to demonstrate minimal skill of basic welding technique.

5. Demonstrate proper setup the FCAW welding equipment to demonstrate minimal skill of basic welding technique.
6. Demonstrate the Oxy-Acetylene cutting process on carbon steel.

Academic Year: 2018-2019

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WLD 113

Arc Welding II

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Take WLD 106.

Co-requisite:

Course Description:

This course is a study of arc welding of ferrous and/or non-ferrous metals.

Course Topics:

- SMAW Multiple Pass Fillet Welds
- Horizontal, Vertical, and Overhead T-Joint Welds
- Horizontal and Vertical Socket Welds

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Appeals Process
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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WLD 115

Arc Welding III

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Take WLD 113.

Co-requisite:

Course Description:

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

Course Topics:

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

Academic Year: 2018-2019

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WLD 117

Specialized Arc Welding

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers arc welding processes for industrial purposes.

Course Topics:

- Plasma Pipe Beveling Operation
- Oxy-Acetylene Hand Cut 8" Carbon steel pipe
- Hand Grinding "Land" on Beveled Pipe
- SMAW Weld Open-Butt 8" SCH 40 Carbon Steel Pipe
- Weld Pipe in 2G, 5G, and 6G Positions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and properly setup the welding equipment to demonstrate the SMAW welding process.
2. Demonstrate the SMAW process on 8" carbon steel pipe by using an E-6010 electrode to successfully demonstrate a root pass with an "open butt" fit up.
3. Demonstrate a hot pass on 8" carbon steel pipe by using the E-7018 electrode to construct the proper bead.
4. Demonstrate a filler pass on 8" carbon steel pipe by using the E-7018 electrode to construct the proper bead.
5. Demonstrate applying the final welds on 8" carbon steel pipe by using E-7018 electrodes to properly produce a "cover pass".
6. Employ all of the SMAW processes using E-6010 and E-7018 to completely weld 8" carbon steel pipe coupons in the 2G, 5G, and 6G positions to AWS standards.

Academic Year: 2018-2019

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WLD 132

Inert Gas Weld Ferrous

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

Course Topics:

Plasma Pipe Beveling Operation

- GTAW Introduction
- GTAW Root and Hot Pass on 8" SCH 40 Carbon Steel Pipe
- SMAW Filler and Cover Pass on 8" SCH 40 Carbon Steel Pipe
- 2G, 5G, and 6G Welding Positions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Academic Misconduct
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- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations

- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and properly setup the welding equipment to demonstrate the GTAW welding process.
2. Demonstrate GTAW welding process on 8" carbon steel pipe by properly welding a root pass with an "open butt" fit up.
3. Demonstrate a GTAW "hot pass" on the 8" carbon steel pipe after properly and successfully demonstrating the root pass.
4. Demonstrate a filler pass on 8" carbon steel pipe by using the E-7018 electrode to construct the proper bead.
5. Demonstrate applying the final welds on 8" carbon steel pipe by using E-7018 electrodes to properly produce a "cover pass".

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WLD 136

Advanced Inert Gas Welding

Hours: Class 1, Lab 3, Credits 2

Pre-requisite:

Take WLD 132.

Co-requisite:

Course Description:

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

Course Topics:

- Plasma Pipe Beveling Operation
- GTAW Root, Hot Pass, Fillers, and Cover Pass on 4" SCH 40 Carbon Steel Pipe
- 2G, 5G, and 6G Welding Positions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt

- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Policies](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and properly setup the welding equipment to demonstrate the GTAW welding process.
2. Demonstrate GTAW welding process on 4" carbon steel pipe by properly welding a root pass with an "open butt" fit up.
3. Demonstrate a GTAW "hot pass" on the 8" carbon steel pipe after properly and successfully demonstrating the root pass.
4. Demonstrate multiple GTAW "filler passes" on the 4" carbon steel pipe after properly and successfully demonstrating the hot pass.

5. Perform all of the GTAW processes using ER70S to completely weld 4" carbon steel pipe coupons in the 2G, 5G, and 6G positions to AWS standards.

Academic Year: 2018-2019

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WLD 154

Pipefitting and Welding

Hours: Class 3, Lab 3, Credits 4

Pre-requisite:

Co-requisite:

Course Description:

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

Course Topics:

- Basic Pipefitting Tools
- Identify Basic Fittings
- Identify and Interpret Basic Symbols
- Fit and Weld Pipe

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File
- Pencil with Eraser
- Sketching Paper
- Steel Tape or 6' Folding Ruler

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

Please review the [Standard SCC Course Polices](#) on the following topics:

- Academic Integrity
- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Identify and properly use basic pipefitting tools efficiently and safely.
2. State names, types and use of basic pipe fittings.
3. Identify as well as interpret the purpose of multiple pipefitting symbols and blueprints.
4. Use pipefitting formulas to calculate takeouts for fittings and for basic design and blueprints.
5. Make their own pipe template as well as demonstrating the use and purpose of the template.
6. Fit and weld pipe from the Cut, Fit, and Weld aspect in the 45 and 90 degree positions.

Academic Year: 2018-2019

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WLD 208

Advanced Pipe Welding

Hours: Class 1, Lab 6, Credits 3

Pre-requisite:

Co-requisite:

Course Description:

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.

Course Topics:

- Introduction to 3" SCH 40 Stainless Steel Pipe
- SS Pipe Welding in 2G, 5G, and 6G Positions
- Introduction to GMAW and FCAW
- GMAW and FCAW Welding T-Joint and Beveled Plate Materials

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

For SCCOnline Course Policies:

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- Add/Drop period
- Appeals Process

- Class Attendance
- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and properly setup the welding equipment to demonstrate the GTAW welding process.
2. Demonstrate GTAW welding process on 3" stainless steel pipe by properly welding a root pass with an "open butt" fit up with a purge process on the inside of the pipe.
3. Properly complete the weld process using GTAW on 3" stainless steel pipe according to AWS standards.
4. Recognize and properly setup the welding equipment to demonstrate the GMAW welding process.
5. Recognize and properly setup the welding equipment to demonstrate the FCAW welding process.
6. Properly demonstrate the GMAW and FCAW on T-Joint materials as well as V-Groove plate.

Academic Year: 2018-2019

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WLD 212

Destructive Testing

Hours: Class 2, Lab 0, Credits 2

Pre-requisite:

Co-requisite:

Course Description:

This course covers the destructive testing methods used in the evaluation of welds.

Course Topics:

- Introduction to Basic Weld Testing
- Identification of Defects
- Guided Bend Test

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt

- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

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- Appeals Process
- Class Attendance
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- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Demonstrate the proper procedure for testing a weld coupon.
2. Properly perform a bend test on selected material.
3. Identify undercut and overlapping on the weld test coupons.
4. Identify porosity as well as cracks on the weld test coupons.

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WLD 228

Inert Gas Welding Pipe I

Hours: Class 2, Lab 6, Credits 4

Pre-requisite:

Take WLD 132.

Co-requisite:

Course Description:

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

Course Topics:

- Plasma Pipe Beveling Operation
- GTAW Root, Hot Pass, Fillers, and Cover Pass on 4" SCH 40 Carbon Steel Pipe
- 2G, 5G, and 6G Welding Positions

Textbooks:

Textbook information can be found on the Book Inn Web site www.sccsc.edu/bookstore

Required Materials:

- Flip Front Welding Hood (#10 Lens)
- Welding Goggles (#5 Lens)
- Cotton Long Sleeve Shirt
- High Top Leather Boots
- 10" Channel Lock Pliers
- Long Welding Gloves
- Cotton Welders Cap
- Clear Safety Glasses
- Cotton Pants without Cuffs
- Tip Cleaners
- Short TIG Gloves
- 14" Half-Round File

Grading System:

An overall grade of C or higher is required for transferability.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

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- Classroom Behavior (traditional and online)
- Classroom Conduct/Expectations
- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
- Services For Students with Disabilities
- Withdrawal Policy

Student Learning Outcomes:

1. Recognize and properly set up the welding equipment to demonstrate the GTAW welding process.
2. Demonstrate GTAW welding Process on 4" carbon steel pipe by properly welding a root pass with and "open butt" fit up.
3. Demonstrate a GTAW "hot pass" on the 8" carbon steel pipe after properly and successfully completing the root pass.
4. Demonstrate multiple GTAW "filler passes" on the 4" carbon steel pipe after properly and successfully demonstrating the hot pass.
5. Complete all the GTAW processes using ER70S to completely weld 4" carbon steel pipe coupons in the 2G, 5G, and 6G positions to AWS standards.

Academic Year: 2018-2019

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