

2020-2021
COURSE SYLLABI



Learning Resources
SPARTANBURG COMMUNITY COLLEGE

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ACC 101 - Accounting Principles I

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032, MAT 032, RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Apply basic double-entry accounting procedures.
- Construct Financial Statements.
- Identify and perform accounting practices for short-term liquid assets.
- Apply basic principles of accounting internal control over cash.
- Apply adjusting and closing procedures to complete the accounting cycle.
- Evaluate and perform the accounting concepts associated with inventories and a merchandising business.
- Apply accounting procedures to the acquisition and depreciation of property, plant and equipment.
- Identify and perform accounting practices for current liabilities and payroll activities.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACC 102 - Accounting Principles II

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ACC 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACC 111 - Accounting Concepts

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ENG 032 and MAT 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACC 124 - Individual Tax Procedures

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ACC 101 or ACC 111 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ACC 150 - Payroll Accounting

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ACC 101 or ACC 111 with a minimum grade of "C".

Course Topics:

- Payroll and Personnel laws and records
- Computing wages and salaries
- Social Security Taxes and Medicare
- Unemployment Compensation Taxes
- Workman's Compensation
- Payroll Journal Entries
- Completing forms 941 and 940
- Income Tax Withholdings
- Computerized Payroll Systems
- Completion of a payroll cycle
- Payroll register and W-2

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Discuss the need for payroll and personnel records.
- Analyze and calculate wages and salaries.
- Apply appropriate accounting procedures for Social Security Taxes.
- Analyze and employ appropriate procedures in accounting for income tax withholdings.
- Evaluate and record unemployment compensation taxes.
- Analyze and prepare a payroll register and record payroll transactions.
- Demonstrate payroll accounting procedures using computerized software.
- Describe the basic principles of accounting internal controls.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ACC 201 - Intermediate Accounting I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ACC 102 with a minimum grade of "C".

Course Topics:

T-accounts and journal entries
Financial Statements: Classified Balance Sheet and a Multi-Step Income Statement
Completing of the Accounting Cycle to include Adjusting Entries and Closing Entries
Time Value Of Money
Inventories: FIFO, LIFO, Average, and Lower Of Cost Or Market
Analysis of Accountings Receivable and Bad Debt Expense
Depreciation Methods: straight Line, Declining Balance, Units of Production and Sum Of Years
Amortization of Intangible Assets, Depletion of Natural Resources and Research and Development
Short Term Liquid Assets: Petty cash and Bank Reconciliation
Internal Control

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Apply basic double-entry accounting procedures.
Apply adjusting and closing procedures to complete the accounting cycle.
Construct Financial Statements, providing financial disclosure notations.
Identify accounting practices for cash, receivables, and internal control.
Apply basic principles of revenue recognition.
Evaluate and perform the accounting concepts associated with inventories and a merchandising business.
Demonstrate the accounting procedures for the acquisition, disposal and depreciation of property, plant and equipment.
Calculate the time value of money concepts within accounting topics.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



ACC 202 - Intermediate Accounting II

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ACC 201 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Apply appropriate accounting procedures for current, long-term, and contingent liabilities.
- Analyze and employ appropriate procedures for stockholders equity and Earnings Per Share.
- Evaluate and record temporary and long-term investments.
- Identify the accounting issues associated with income taxes.
- Analyze the accounting procedures for Pensions and Postretirement Benefits.
- Evaluate accounting for leases.
- Evaluate accounting changes and errors and make the appropriate adjustments.
- Prepare a Statement Of Cash Flows.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACC 224 - Business Taxation

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ACC 124 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ACC 230 - Cost Accounting I

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ACC 102 with a minimum grade of "C".

Course Topics:

- Pre-determined Overhead Rate
- Absorption costing
- Variable costing
- Activity based costing
- Master budget
- Break-even analysis
- Cost-volume-profit analysis
- Process costing
- Equivalent Units of Production

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Analyze predetermined overhead rates, flexible budgets and absorption/variable costing.
- Compute product costs, overhead allocations, and overhead variances.
- Apply and evaluate the procedures for activity based costing.
- Develop and analyze a master budget.
- Apply the techniques involved in break-even analysis and cost-volume profit analysis.
- Prepare journal entries to account for variances.
- Compute equivalent units of production for process costing.
- Compute review problem solutions in a team based environment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ACC 240 - Computerized Accounting

Class: 3 **Lab:** 0 **Credits:** 3

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.

Prerequisites: Take ACC 101 or ACC 111 with a minimum grade of "C".

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: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACC 246 - Integrated Accounting Software

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ACC 101 or ACC 111 with a minimum grade of "C".

Course Topics:

- Back-up files
- Restore back-up files
- Financial statements
- Journal entries
- Create new company
- Chart of accounts
- Cash and accrual business activities
- Reporting business activities
- Adjusting and closing entries

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Student textbook with software CD 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

Student Learning Outcomes:

- Complete lists, tasks, analysis and reports of an integrated accounting system.
- Prepare financial reports using accounting software.
- Create supporting reports for business decisions.
- Complete the procedure for setting up a new company.
- Complete the procedure for cash-oriented and accrual business activities.
- Complete the procedure for adjusting entries and bank reconciliations.
- Complete the budgeting process.
- Export reports to Excel, Word or PDF files.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ACC 260 - Auditing

Class: 3 Lab: Credits: 3

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

Prerequisites: Take ACC 201 and ACC 230 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

out Explain the basic financial statement auditing process and the phases in which an audit is carried out

Define the documentation requirements for risk assessment and responses

Recognize the audit test hierarchy and how financial ratios are used in the analytical procedures

Describe management's and auditor's responsibility for controls that provide reasonable assurance for safe guarding company assets

Evaluate the similarities and differences between audit sampling for tests of control and substantive tests of details of account balances

Discuss the definitions and general importance of ethical behavior, basic theories of ethical behavior, and the professional ethics standards for auditors

Explain the auditor's liability to clients, third parties, Security Exchange Act of 1934, and Sarbanes Oxley

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACC 265 - Not-for-Profit Accounting

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ACC 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Explain accounting similarities and differences between profit seeking and governmental/non-profit organizations.

Analyze the sources of GAAP for governmental and non-profit organizations.

Analyze transactions of fund accounting.

Apply budgeting techniques for governmental and non-profit accounting.

Analyze and prepare journal entries for record common transactions.

Analyze expenditure accounting for governmental funds.

Analyze CAFR or audited financial statements.

Prepare basic financial statements and required supplementary information

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACC 275 - Selected Topics in Accounting

Class: 3 Lab: Credits: 3

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

Prerequisites: Take ACC 201 and ACC 230 with a minimum grade of "C".

Course Topics:

Completion of a manual accounting cycle
Sarbanes Oxley
International Financial Reporting Standards
Case studies

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Demonstrate completion of the accounting cycle for a business using manual accounting processes.

Prepare a business tax return.

Prepare a business budget.

Analyze a business using ratios.

Analyze Sarbanes Oxley for internal controls.

Compare and contrast the International Financial Reporting Standards to the U.S. reporting standards.

Analyze case studies of specific accounting topics, including ethics.

Solve complex accounting issues by applying analysis skills to business situations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACR 101 - Fundamentals of Refrigeration

Class: 3 **Lab:** 6 **Credits:** 5

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ACR 106 - Basic Electricity for HVAC/R

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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

Student Learning Outcomes:

Test and check equipment for the proper voltage and amperage.

Test equipment electrical fused disconnects, determining if the correct voltage requirements are present.

Successfully rewire the components of a split air condition condenser.

Check and safely replace a blown fuse.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
- Add/Drop period
- Appeals Process
- Class Attendance
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- Online Confidentiality
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ACR 110 - Heating Fundamentals

Class: 3 **Lab:** 3 **Credits:** 4

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

Prerequisites: Take ACR 101 , ACR 106 and ACR 118 or permission of instructor.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

ACR 118 - Air Conditioning Fundamentals

Class: 2 Lab: 3 Credits: 3

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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- Withdrawal Policy



ACR 120 - Basic Air Conditioning

Class: 2 Lab: 6 Credits: 4

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

Prerequisites: Take ACR 110 , ACR 130 , ACR 140 and ACR 210 .

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

ACR 130 - Domestic Refrigeration

Class: 3 **Lab:** 3 **Credits:** 4

This course is a study of domestic refrigeration equipment.

Prerequisites: Take ACR 101 , ACR 106 and ACR 118.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Polices](#) on the following topics:

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**Official Course Syllabus
2020-2021**

ACR 140 - Automatic Controls

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take ACR 101, ACR 106 and ACR 118.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ACR 175 - EPA 608 Certification

Class: 1 Lab: Credits: 1

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:

Refrigerant Recovery, Recycling, and Reclamation Equipment
Refrigerant Recovery, Recycling, and Reclamation Methods
Refrigeration: Servicing and Testing Equipment
Handling of Pressurized Fluids

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes: 1. Successfully pass the EPA 608 exam.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ACR 210 - Heat Pumps

Class: 3 **Lab:** 3 **Credits:** 4

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

Prerequisites: Take ACR 101 , ACR 106 and ACR 118.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

ACR 221 - Residential Load Calculations

Class: 2 Lab: Credits: 2

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

Prerequisites: Take ACR 110 , ACR 130 , ACR 140 and ACR 210.

Course Topics:

Heating Loads
Cooling Loads
Interpret structure design data

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Interpret structure design data.
Calculate total heating load.
Calculate total cooling load.
Collect building data.
Locate outside design conditions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ACR 224 - Codes and Ordinances

Class: 2 Lab: Credits: 2

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

Prerequisites: Take ACR 110 , ACR 130 , ACR 140 and ACR 210.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ACR 240 - Advanced Automatic Controls

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take ACR 110 , ACR 130 , ACR 140 and ACR 210;

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](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AET 111 - Architectural Computer Graphics I

Class: 3 Lab: Credits: 3

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

Corequisites: Take EGT 151

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



AET 221 - Architectural Computer Graphics II

Class: 4 Lab: Credits: 4

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:

- Room sizes and relationships.
- Sketching a residential home
- Floor plan symbols.
- Drafting and dimensioning a floor plan.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

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

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Establish room sizes and relationships in a residential floor plan.
- Create a residential floor plan showing the dimensions.
- Produce exterior elevations of a residential home.
- Print a multi-view drawing using layout space.
- Create a roof plan and elevation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AET 235 - Architectural 3-D Rendering

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take EGT 151 and AET 111 with a minimum grade of "C".

Course Topics:

- Standard residential floor plan
- Modify drawings
- Create elevation
- Create documentation

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Establish and utilize a 3-D computer aided architectural drafting Environment.
- Draw, notate, and dimension a residential floor plan using a 3 dimensional CADD software.
- Create Schedules and sectional Drawings.
- Create an elevation.
- Establish a sectional drawing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

AGR 200 - Edible Landscape Plants

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of woody trees, shrubs and herbaceous plants with edible or medicinal properties and landscape uses. Emphasis will be give on fruit and nut bearing plants as well as herbaceous plants used in landscaping.

Prerequisites: Take RDG 032 with a minimum grade of "C".

Course Topics: This course will cover herbaceous and woody plants that have edible and medicinal uses in the sustainable agriculture industry.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Identify most commonly used woody and herbaceous plants for edible, medicinal and ornamentals use.

Recall scientific names when needed to identify plant material.

Summarize particular characteristics of plants that are important to their use in Sustainable agriculture production, medicinal functions and ornamental landscaping.

Generalize cultural problems associated with herbaceous and woody ornamental plants used in Sustainable agriculture production, medicinal functions and ornamental landscaping.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AGR 201 - Introduction to Sustainable Agriculture

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



AGR 220 - Intro to Permaculture

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032 with minimum grade of C;

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](#).

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

Student Learning Outcomes:

Arrange sustainable environmental design components and techniques into an urban landscape.

Identify and utilize various environmental factors that influence a sustainable landscape and garden design.

Create a comprehensive permaculture design that shows a complete understanding of permaculture principles.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AGR 222 - Farm to Market Strategies

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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- Withdrawal Policy



AGR 232 - Agriculture Greenhouse Production

Class: 3 **Lab:** 0 **Credits:** 3

This course is the study of commercial agriculture greenhouse production techniques and facility management. Emphasis will be given to various industry production techniques such as hydroponics, aquaponics, microgreens and vegetable starts.

Prerequisites: Take RDG 032 with a minimum grade of "C".

Course Topics:

Basic greenhouse structures, components and technology is covered.
Commercial production of vegetable starters, hydroponics, microgreens, aquaponics, etc...are discussed.
Commercial agriculture greenhouse business management is examined.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Design an agriculture greenhouse, using proper structural components, environmental control equipment, benching systems, and mechanized equipment to successfully start and grow plants.
Demonstrate how to successfully grow vegetables using multiple production techniques.
Demonstrate the skills needed to start and manage an agriculture greenhouse business.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 101 - Introduction to Health Professions

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

Identify and discuss the various health care professionals classified under Therapeutic and Treatment Occupations, Diagnostic Occupations, Health Information Management Occupations and Environmental Occupations.

Examine the health care industry today to include technology, specialization, aging population and costs.

Summarize how ethical and legal responsibilities can impact health care workers.

Define professionalism and describe its importance to health care.

State the importance of communication and how communication relates to health care.

Develop the professional skills needed for following up on job leads and creating an organized resume.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 102 - Medical Terminology

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ENG 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

Define the types of healthcare terms as well as word roots, combining forms, prefixes, and suffixes.

Use basic word roots, suffixes and prefixes accurately to build medical terms.

Define directional terms and anatomic planes of the body.

Relate the terminology to the names, locations, and functions of the major organs of the body systems.

Define medical terms related to selected diseases.

Define selected diagnostic and surgical procedural terms for each body system.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



AHS 104 - Medical Vocabulary/Anatomy

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ENG 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

- Identify the body's structural level of organization.
- Explain the chemistry of life.
- Describe the structural anatomy of a cell.
- Recognize the general characteristics of tissues.
- 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

For SCCOnline Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 106 - Cardiopulmonary Resuscit

Class: 1 Lab: Credits: 1

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AHS 107 - Clinical Computations

Class: 2 Lab: Credits: 2

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

Prerequisites: Take MAT 031 and MAT 032 with a minimum grade of "C".

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](#).

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 6

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 113 - Head and Neck Anatomy

Class: Lab: 3 Credits: 1

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.

Prerequisites: Take DAT 110 with a minimum grade of "C".

Course Topics:

- Landmarks of the head and neck
- Skeletal System
- Muscular System
- Nervous System
- Circulatory System
- Salivary Glands
- Dental Embryology and Histology

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Use appropriate terminology to effectively communicate information related to anatomy of the head and neck.

Identify anatomic landmarks of the head, face, neck and oral cavity.

Describe the anatomy and physiology of the oral structures including skeletal, muscular, lymphatic, circulatory, and nervous systems.

Identify all extra-oral and intra-oral structures and landmarks that are visible or palpable on a student partner including muscles, lymph nodes, bones, nerves and mucosal landmarks.

Locate all oral structures, discussing their clinical significance.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 121 - Basic Pharmacology

Class: 2 Lab: Credits: 2

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

Prerequisites: Take AHS 102 and AHS 104 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 143 - Phlebotomy Skills

Class: 4 Lab: 6 Credits: 6

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](#).

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

Student Learning Outcomes:

Correlate the major areas and departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathological condition or illness.

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.

Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.

Demonstrate proper techniques to perform capillary puncture.

Demonstrate knowledge of general considerations in blood collection.

Complete 25 successful unassisted venipunctures in a clinical setting.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AHS 144 - Phlebotomy Practicum

Class: 3 Lab: 6 Credits: 5

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

Prerequisites: Take ENG 032 , RDG 032 and AHS 163 with a minimum grade of "C" or have current SC Nurse Aide Certificate.

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](#).

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

Student Learning Outcomes:

Correlate the major areas and departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathological condition or illness.

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.

Identify the collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.

Demonstrate proper techniques to perform capillary puncture.

Describe the general consideration in blood collection.

Complete 25 successful unassisted venipunctures in a clinical setting.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 152 - Health Care Procedures II

Class: 5 **Lab:** 3 **Credits:** 6

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

Corequisites: Take AHS 163 with a minimum grade of "C" or have current SC Nurse Aide Certificate.

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](#).

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

Student Learning Outcomes:

Demonstrate proficiency in infection control, maintaining sterile field, safety/ emergency procedures, advanced skills for the PCT, and medication administration.

Demonstrate knowledge of the role of the PCT, scope of practice of the PCT, laws governing healthcare, and code of ethics of nursing.

Demonstrate proficiency in listening, writing, oral, and presentation skills.

Anticipate and demonstrate care for patients with consideration of physical, emotional, psychosocial, cultural, spiritual, and developmental needs.

Apply a plan of care that addresses the patient's healthcare needs through consultation and following protocols in conjunction with the interdisciplinary healthcare team.

Demonstrate knowledge of normal versus abnormal anatomy and physiology of the human body across the lifespan.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

AHS 163 - Long -Term Care

Class: 2 Lab: 9 Credits: 5

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](#).

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

Student Learning Outcomes:

- Demonstrate proficiency in infection control, safety/emergency procedures, basic nursing skills, and basic restorative skills.

- 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.

- Demonstrate proficiency in listening, writing, oral, and presentation skills.

- Anticipate and demonstrate care for residents with consideration of physical, emotional, psychosocial, cultural, spiritual, and developmental needs.

- Apply a plan of care that addresses resident's healthcare needs through consultation and following protocols in conjunction with the interdisciplinary healthcare team.

- Demonstrate knowledge of normal versus abnormal anatomy and physiology of the human body and how aging affects the human body.

- Demonstrate proficiency in promoting resident rights and respecting resident rights.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 165 - ECG Applications

Class: 5 Lab: Credits: 5

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](#).

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

Student Learning Outcomes:

Describe anatomy and physiology of the cardiopulmonary system.
Identify the components of cardiac monitoring including telemetry equipment and 12 lead ECG equipment and how it is used in the clinical setting.
Identify sinus, atrial, junctional, ventricular, heart block, funny looking, and paced rhythms.
Identify correctly (100%) the lethal cardiac rhythms: ventricular tachycardia, ventricular fibrillation, asystole, tosades, idioventricular, and complete heart block.
Describe an AED (automated external defibrillator), pacemaker, and implantable cardioverter-defibrillator and their use in a clinical setting.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 170 - Fundamentals of Disease

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

Explain the mechanisms of disease including definitions of diagnosis, prognosis, cure, treatment, immunities, and infectious processes.

Explain the structural organization of the human body.

Explain normal structure and function of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems

Discriminate between disease processes of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems.

Explain signs and symptoms, diagnostic procedures, and treatments for diseases of the human body.

Identify the interdependent relationships of stress, aging, and wellness in regards to the human body.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AHS 177 - Cardiac Monitoring Applications

Class: 4 Lab: Credits: 4

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 defibrillator), pacemaker, and implantable cardioverter-defibrillator

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Describe the anatomy and physiology of the cardiovascular system.
Identify the components of cardiac monitoring including telemetry equipment and 12 lead ECG equipment and how it is used in the clinical setting.
Identify sinus, atrial, junctional, ventricular, heart block, funny looking, and paced rhythms.
Identify correctly (100%) the lethal cardiac rhythms, ventricular tachycardia, ventricular fibrillation, asystole, torsades, idioventricular, and complete heart block.
Describe an AED (automated external defibrillator), pacemaker, and implantable cardioverter defibrillator and their use in the clinical setting.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AMT 101 - Automated Manufacturing Overview

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

Evaluate degrees of automation and assign the proper degree based on manufacturing requirements.

Compare past, present and future manufacturing methodology with advances in technology.

Develop a broader understanding of terminology used in the field of automation and process systems.

Distinguish between the various levels of automation and control systems that are commonly used in industry.

Assess the types of hardware that might be required in an automated manufacturing plant.

Analyze the anatomy of robotic equipment and its peripheral interfacing.

Differentiate between manufacturing environments where manual labor or automation might be the best solution.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AMT 105 - Robotics and Automated Control

Class: 2 Lab: 3 Credits: 3

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](#).

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 Bin

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Distinguish the elements of an automated system.
- Classify the different robot configurations used in industry.
- Distinguish between safety considerations for personnel, work areas, operations and maintenance.
- Create robot programs.
- Classify the type of electrical and mechanical systems that are used in robotics and other automated systems.
- Analyze operating difficulties of installed robots and describe the necessary corrective adjustments to return the robot to normal operations.
- Complete a glossary of terms encompassing the subject matter described in these course objectives.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AMT 106 - Manufacturing Workplace Skills

Class: 3 **Lab:** **Credits:** 3

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](#).

Required Materials:

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AMT 110 - Survey of Manufacturing Processes

Class: 3 Lab: Credits: 3

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](#).

Required Materials:

Course Materials as provided in the AMT Team Site under Academics\Academic Programs\AMT in the SCC Portal

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AMT 121 - Introduction to Composite Manufacturing

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AMT 205 - Robotics and Automated Control II

Class: 1 Lab: 6 Credits: 3

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

Prerequisites: Take AMT 105.

Course Topics:

- Sensors
- End Effectors
- Interfacing and vision systems
- Maintaining robot systems
- Robots in modern manufacturing

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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.
- 5 x 8 index cards (Approximately 25)
- 2 Binder Rings
- USB storage device th

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Classify the types of sensors used in automation.
- Demonstrate a general knowledge of robotic end effectors and tooling.
- Demonstrate a basic knowledge of interfacing and vision systems.
- Demonstrate a basic understanding of robotic systems maintenance.
- Identify the future potential for robotics in industry.
- Complete a glossary of terms encompassing the subject matter described in these course objectives.
- Write advanced interfacing programs for robots.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AMT 206 - Electricity & Automation

Class: 1 Lab: 3 Credits: 2

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.

Corequisites: Take EEM 252.

Course Topics:

- Introduction to industrial control systems
- Process control methods
- The controller operation
- Pressure systems
- Temperature control
- Level control systems
- Industrial detection sensors and interfacing

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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 Academics\Academic Pr

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Analyze the components and operation of an industrial control system.
- Analyze the various control modes utilized in industrial control.
- Analyze the function and operation of sensors used to measure various parameters in industrial applications.
- Complete a Glossary of Terms encompassing the subject matter contained in this course.
- Design and construct automation applications in a lab environment.
- Design virtual robotics environments in the class room.
- Analyze and modify robotic and automation systems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AMT 209 - Automation Networks

Class: 3 Lab: Credits: 3

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](#).

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 Academics\Academic Pr

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



AMT 220 - Concepts of Lean Manufacturing

Class: 3 **Lab:** **Credits:** 3

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:

- Product design and CAD/CAM in the production system
- Process planning and concurrent engineering
- Production planning and control systems
- Just-in-time and lean production
- Quality programs for manufacturing
- Inspection principles and practices
- Inspection Technologies

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Consider how a customer defines value in a product or service purchased from a supplier.
- Demonstrate a knowledge of the methods of developing and mapping a value stream.
- Explain the three primary principles of Lean Mfg.
- Explain the principles and motivations of "Just In Time" manufacturing.
- Demonstrate an understanding of the Financial Metrics used to measure corporate performance.
- Demonstrate comprehension of the Closed Loop Model of Control Systems by drawing a model and explaining the function of all the components.
- Distinguish between the different tools used in Statistical Process Control.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ANT 101 - General Anthropology

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C" required.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AOT 105 - Keyboarding

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

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

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 133 - Professional Development

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take RDG 100 and ENG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Identify and demonstrate workplace behaviors.
- Apply positive interpersonal skills.
- Create an effective resume and cover letter.
- Identify and illustrate job interviewing skills.
- Prepare and deliver a minimum of 2 oral presentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 134 - Office Communications (Inactive)

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Demonstrate the writing process.
- Communicate with business staff and clients.
- Report workplace data.
- Demonstrate professionalism, teamwork, meeting and speaking skills.
- Research primary and secondary data.
- Plan and develop a business presentation.
- Design an impressive multimedia presentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AOT 141 - Office Procedures I

Class: 3 Lab: Credits: 3

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

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

Course Topics:

- Communications
- Mailing
- Filing
- Telecommunications
- Customer Service
- Scheduling
- Proofreading
- Computer and other office equipment
- Keyboarding

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- One (1) USB/jump drive
- 100 lined cards 3" x 5"

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Demonstrate computer, office equipment and keyboarding proficiency.
- Role-play customer service scenarios.
- Prepare and revise written communications.
- Analyze and classify mailing documents.
- Evaluate filing documents.
- Create scheduling systems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 142 - Advanced Office Procedures II

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take AOT 105, AOT 141, and CPT 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 144 - Legal Office Procedures

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take AOT 105, AOT 141 and CPT 101 with a minimum grade of "C".

Course Topics:

Business correspondence
Legal documents
Calendars/dockets

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 161 - Records Management

Class: 3 **Lab:** 0 **Credits:** 3

This course emphasizes records management functions and various types of storage methods, technology and procedures. Both manual and electronic records information management systems are included. Computer literacy in a Windows environment is essential.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

Course Topics:

Records and Information Management (RIM)
Electronic Records Management
RIM Program Administration

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: OneDrive Account

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Demonstrate independent application of Association of Records Managers and Administrators (ARMA) International alphabetic indexing rules.

Demonstrate appropriate business behavior relative to electronic records management.

Apply professional business concepts to career situations relative to records and information management (RIM).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 164 - Medical Information Processing

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take AHS 102 , AOT 141 and AOT 105 with a minimum grade of "C".

Corequisites: Take HIM 105 and HIM 130.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 180 - Customer Service

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Define customer service.
- Recognize key differences between internal and external customers.
- Apply problem solving techniques to provide quality customer service.
- Identify customer service retention tools.
- Appraise the level of customer service received at various establishments and recommend suggestions for improvement.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 213 - Legal Document Production

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take CPT 101 and AOT 141 with a minimum grade of "C".

Corequisites: Take BUS 121.

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](#).

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

Student Learning Outcomes:

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.

Devise and employ legal research strategy, manage research time wisely, and understand the value of legal research tools.

Proofread and edit legal documents.

Recognize and articulate legal terminology.

Analyze the elements of legal business communications.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



AOT 252 - Medical Systems and Procedures

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take AHS 102, AOT 164, HIM 105, HIM 130, and HIM 216 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Perform medical office duties as presented in a simulation.
- Develop and implement medical office procedural standards.
- Demonstrate professional manner and image.
- Adapt communications to individual's ability to understand.
- Perform an internship in a medical office.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 253 - Legal Systems & Procedures

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take AOT 144, AOT 213 with a minimum grade of "C".

Corequisites: Take AOT 133

Course Topics:

Business correspondence
Legal documents
Calendars/dockets

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AOT 254 - Office Simulation

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take AOT 260, AOT 261 and AOT 142 with a minimum grade of "C".

Corequisites: Take AOT 133 and AOT 263.

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](#).

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 profici

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AOT 260 - Office Word Processing Applications

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take CPT 101 with a minimum grade of "C".

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](#).

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

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

Student Learning Outcomes:

- Create, edit, and format documents and publications.
- Create and modify tables.
- Insert and manipulate graphics.
- Create and publish Web pages.
- Merge documents.
- Create professional newsletters.
- Create online forms.
- Save Word files to PDF format.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

AOT 261 - Office Spreadsheet Applications

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take CPT 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



AOT 263 - Office Database Applications

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take CPT 101 with a minimum grade of "C".

Course Topics:

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

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Create, edit, and format databases.
- Distinguish between various database objects and their purpose.
- Develop queries that provide business solutions.
- Design functional and visually appealing database forms.
- Design functional and visually appealing database reports.
- Design functional and visually appealing switchboards.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

AOT 270 - SCWE in Administrative Office Technology

Class: Lab: 3 Credits: 3

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

Prerequisites: Take AOT 252 with a minimum grade of "C".

Corequisites: Take AOT 133.

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](#).

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

Student Learning Outcomes:

Perform general office duties independently as assigned by the preceptor/supervisor with minimal supervision;

Master proven techniques to provide effective client telephone service and project a professional image throughout the phone conversation;

Manage time sensitive and proprietary paperwork;

Manage time sensitive and proprietary paperwork;

Interpret policies and procedures;

Manage records and files according to company policy, including recording, sequencing and storing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ART 101 - Art History and Appreciation

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ENG 100 and RDG 100.

Course Topics:

Aesthetics and Criticism
Style (Form, Context, and Content)

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ART 107 - History of Early Western Art

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

Course Topics:

Style (Form, Context, and Content)

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Define the elements of art and principles of design.
Recognize and articulate the differences between subject, form, and content.
Categorize visual arts by culture, historical period, and style.
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.
Produce written work involving visual analysis, reading research, critical thinking, and standard methods of documentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ART 108 - History of Western Art

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

Course Topics:

Style (Form, Context, and Content)

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Define the elements of art and principles of design.
Recognize and articulate the differences between subject, form, and content.
Categorize visual arts by culture, historical period, and style.
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.
Produce written work involving visual analysis, reading research, critical thinking, and standard methods of documentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ART 111 - Basic Drawing I

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take ENG 032, MAT 032, and RDG 100 with a minimum grade of "C".

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](#).

Required Materials: Art 111 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

Student Learning Outcomes:

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

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ART 112 - Basic Drawing II

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take ART 111 with a minimum grade of C.

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](#).

Required Materials: Art 112 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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ART 121 - 2-D Design Fundamentals

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take ENG 032, MAT 032, RDG 100 with a minimum grade of "C" required.

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](#).

Required Materials: ART 121 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

Student Learning Outcomes:

Identify, use, and explain the basic vocabulary and concepts associated with two-dimensional design.

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.

Establish standards of craftsmanship and presentation.

Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ART 122 - 3-D Design Fundamentals

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 100 with a minimum grade of "C" required.

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](#).

Required Materials: ART 122 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

Student Learning Outcomes:

Identify, use, and explain the basic vocabulary and concepts associated with three-dimensional design.

Create projects that demonstrate a working knowledge of the elements of art, principles of design, and basic three-dimensional materials and processes.

Establish standards of craftsmanship and presentation.

Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ART 202 - Ceramics

Class: 2 Lab: 3 Credits: 3

this course is a study of historical investigation of an introduction to design basics, techniques, and processes unique to the construction of clay forms. Processes include hand building and wheel throwing, clay mixing, firing, glazing, and embellishment.

Prerequisites: Take ART 122 with a minimum grade of "C".

Course Topics:

- Hand Building
- Wheel Throwing
- Clay Mixing
- Firing
- Glazing
- Embellishment

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Ceramics Supplies. (The instructor will provide a list of required supplies the first day of class.)

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Identify, use and explain the basic vocabulary and concepts associated with ceramics.

Create projects that demonstrate a working knowledge of the elements of art, principles of design, and basic ceramics materials and processes.

Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ART 211 - Introduction to Painting

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take ART 111 and ART 121 with a minimum grade of "C".

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](#).

Required Materials: ART 211 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

Student Learning Outcomes:

Identify, use, and explain the basic vocabulary and concepts associated with painting.

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.

Establish standards of craftsmanship and presentation.

Demonstrate written and oral communication skills through formal analysis, critique, and self-assessment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ARV 110 - Computer Graphics I

Class: 2 **Lab:** 3 **Credits:** 3

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

Corequisites: Take CGC 110.

Course Topics:

- Tools and workspace of Adobe Illustrator
- Vectors
- Pen tool use
- Working with layers
- Illustrations
- Use of gradients
- Vector-based graphic design

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- 1 USB jump drive

Grading System:

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

Student Learning Outcomes:

- Use basic elements of layout and design principles.
- Use Adobe Illustrator vector drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves.
- Use vector drawing tools to manipulate, create, and edit vector drawings for print and/or web.
- Draw proficiently with the pen tool in Adobe Illustrator, using layers effectively to stack objects.
- Create art that incorporates the fundamental elements and principles of design.
- Select and apply typography that supports and enhances individual design projects.
- Design digital/print ready illustrations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ARV 162 - Graphic Reproduction I

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take CGC 101 and CGC 110 with a minimum grade of "C".

Course Topics:

- Preflight analysis
- Report production
- Customer Service skills
- Imagesetting
- Pre-press
- Post press
- Raster Image Processing software
- Computer-to-Plate
- Advanced color theory

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- 1 USB jump drive

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Critique the processes and procedures for preflighting customer files.
- Dissect digital mechanicals for output problems.
- Demonstrate basic Raster Image Processing with an imagesetter.
- Prepare pre-press materials using current technology (CTP).
- Practice proper customer service relations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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- Appeals Process

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**Official Course Syllabus
2020-2021**

ARV 163 - Graphic Reproduction II

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ARV 110, ARV 217, and ARV 162 with a minimum grade of C.

Course Topics:

- Advanced vector design
- Advanced layout techniques
- File management
- Deadline management
- Digital portfolio

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- 1 USB jump drive

Grading System:

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

Student Learning Outcomes:

- Describe the principles used in designing various communications projects.
- Use desktop publishing equipment and software to create publications for graphic reproduction.
- Compose digital images and layouts for graphic reproduction.
- Demonstrate communicative effectiveness in compositions.
- Prepare standard documentation and organization of digital files.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ARV 217 - Computer Imagery

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take CGC 110 with a minimum grade of "C".

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](#).

Required Materials:

- 1 USB jump drive

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ARV 227 - Website Design I

Class: 3 **Lab:** **Credits:** 3

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

Corequisites: Take ARV 217.

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](#).

Required Materials:

- 1 USB jump drive

Grading System:

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ARV 228 - Web Site Design II

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ARV 227 with a minimum grade of "C".

Course Topics:

- Investigating web site design careers
- Designing websites using HTML and CSS
- Constructing a final project website according to given criteria

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- 1 USB jump drive

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Design a basic website.
- Create interactive forms and menus.
- Investigate options for fluid design.
- Identify components and uses of e-commerce.
- Research skills needed for a web site design career.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ARV 261 - Advertising Design I

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take ARV 163 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ARV 264 - Special Project in Graphics Art

Class: 3 **Lab:** **Credits:** 3

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

Corequisites: Take ARV 163.

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](#).

Required Materials:

- 1 USB jump drive

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ARV 279 - Portfolio Presentation

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take ARV 261 with a minimum grade of "C".

Course Topics: Students will gain experience in all aspects of the job search including:

- Where to find jobs
- Resumes
- Answering difficult interview questions
- Reading a job posting
- Interviewing
- Researching employers
- References
- Presenting your portfolio and resume
- Portfolio
- Questions to ask employers
- Job applications
- Thank you letters
- Negotiating salary
- Selling your abilities

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Apply the principles of design to develop strategic marketing and communication products and services.

- Demonstrate proficiency in the use of design software, tools and technology.
- Implement creative solutions from concept through completion using a formal process.
- Apply effective legal and ethical business practices and project management skills.
- Communicate artwork rationale in formal and informal settings.
- Collaborate with clients/industry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ASL 101 - American Sign Language I

Class: 4 Lab: Credits: 4

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

Prerequisites: Take ENG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
- Academic Misconduct

- Add/Drop period
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- Withdrawal Policy



ASL 102 - American Sign Language II

Class: 4 Lab: Credits: 4

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.

Prerequisites: Take ASL 101.

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](#).

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

Student Learning Outcomes: 1. Employ vocabulary and basic to intermediate grammar of ASL in controlled and free expressive situations.

2. Describe people and places, make requests, give opinions, and discuss plans and goals.

3. Perform story plots, morals, and character descriptions using grammar and space appropriately.

4. Examine cultural icons and norms in the Deaf community.

5. Relate grammatical and cultural observations through interactions in the Deaf community.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ASL 201 - American Sign Language III

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ASL 102.

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](#).

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

Student Learning Outcomes:

Employ grammatical features of American Sign Language in both controlled and free expressive situations.

Produce signed vocabulary and lexicon in both controlled and free expressive situations.

Discuss topics in American Sign Language using vocabulary and grammar introduced.

Develop culturally appropriate responses to situations.

Demonstrate comprehension of messages given in American Sign Language.

Converse with native users of the language.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
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- Withdrawal Policy



ASL 202 - American Sign Language IV

Class: 3 **Lab:** **Credits:** 3

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

Prerequisites: Take ASL 201.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ASL 210 - American Sign Language Linguistic Structure

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ASL 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

ASL 220 - American Deaf History and Culture

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Discuss historical milestones and people who have influenced American Sign Language and American Deaf Culture.

- Describe the influence of education on the Deaf community.

- Explain how the Deaf community fits the category of collectivist cultures.

- Evaluate how societal perspectives have influenced the community.

- Examine how technology has changed the social, linguistic and political landscape.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AST 101 - Solar System Astronomy

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take MAT 102 or MAT 103 and ENG 100, RDG 100 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

Describe our origin and place in the universe, and cosmic scale in time and space.
Describe night sky patterns of celestial objects, phase of moon, eclipses, and seasons.
Describe the historical development of astronomy and the physical laws for the formation and movements of astronomical objects.
Describe the property of telescope and how light used for the observation of distant objects.
Describe the origin of the solar formation and evolution and methods for the search for exoplanets.
Describe the structures, compositions, motions of Jovian and Terrestrial planets, and the motion, compositions and locations of leftover planetesimals in solar formation.
Use computer software to identify celestial objects and simulate celestial movements.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

AST 102 - Stellar Astronomy

Class: 3 Lab: 3 Credits: 4

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.

Prerequisites: Take AST 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Describe the Sun's structure, compositions, energy source and its mechanism, surface phenomena, and connection to Earth.

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.

Describe the consequences of stellar life, the star's basic properties and structure, and evolution of galaxies.

Describe the structure and motion and history of our galaxy, Milky Way galaxy, and the various techniques used by astronomers to determine the distance.

Describe the dark matter and dark energy, structure formation and fate of the universe, and the large cosmological model.

Retrace the origin of life on earth, and describe efforts in the search for life elsewhere in the universe.

Use computer software to identify celestial objects and simulate celestial movements.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

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

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AUT 100 - Introduction to Automotive Hazardous Materials

Class: Lab: 3 Credits: 1

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.

Prerequisites: Take AUT 132 or AUT 130 .

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](#).

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

Student Learning Outcomes:

- Identify automotive service related environmental issues.
- Differentiate automotive service environmental compliance issues into appropriate state and federal regulations.
- Identify automotive service related health and safety issues.
- Relate automotive service health and safety issues to regulations.
- Compose an environmental self-inspection survey of an automotive facility.
- Identify the required marks & labels required for automotive hazardous materials and after-market auto care products & chemicals.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 107 - Advanced Engine Repair

Class: 3 **Lab:** 3 **Credits:** 4

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

Prerequisites: Take AUT 132 or AUT 130.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 111 - Brakes

Class: 2 Lab: 3 Credits: 3

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

Corequisites: Take AUT 132 or AUT 130.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 112 - Braking Systems

Class: 1 **Lab:** 9 **Credits:** 4

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

Prerequisites: Take AUT 132.

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](#).

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

Student Learning Outcomes:

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- Withdrawal Policy



AUT 115 - Manual Drive Train/Axle

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take AUT 132 or AUT 130.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 130 - Automotive Electricity-Industry Certification

Class: 3 **Lab:** 3 **Credits:** 4

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).

Corequisites: Take AUT 160.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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AUT 132 - Automotive Electricity

Class: 3 **Lab:** 3 **Credits:** 4

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.

Corequisites: Take AUT 160.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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AUT 142 - Heating and Air Conditioning

Class: 2 Lab: 3 Credits: 3

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

Prerequisites: Take AUT 132 or AUT 130.

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](#).

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 145 - Engine Performance

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take AUT 132 or AUT 130.

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](#).

Required Materials:

Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 156 - Automotive Diagnosis and Repair

Class: 2 Lab: 6 Credits: 4

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

Prerequisites: Take AUT 132.

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](#).

Required Materials:

- Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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AUT 160 - Introduction to Automotive Technology

Class: 1 **Lab:** **Credits:** 1

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.

Corequisites: Take AUT 132 or AUT 130.

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](#).

Required Materials:

- Safety Glasses

Grading System:

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

AUT 221 - Suspension & Steering Diagnosis

Class: 2 **Lab:** 3 **Credits:** 3

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

Prerequisites: Take AUT 132 or AUT 130.

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](#).

Required Materials:

- Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

- Diagnose and repair suspension concerns.
- Diagnose and repair manual/power steering concerns.
- Perform wheel alignment procedures.
- Interpret alignment angles given while using alignment equipment.
- Diagnose and repair electronic steering systems.
- Diagnose and repair electronic suspension system.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 231 - Automotive Electronics

Class: 4 **Lab:** **Credits:** 4

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

Prerequisites: Take AUT 132 or AUT 130.

Course Topics:

Networking and Multiplexing
Transistors
Capacitors
Electronic Diagnosis

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Safety Glasses

Grading System:

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

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 232 - Automotive Accessories

Class: 2 Lab: Credits: 2

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.

Prerequisites: Take AUT 132.

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](#).

Required Materials:

- Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

- Diagnose supplemental restraint system (SRS) concerns.
- Diagnose and repair dash instrument concerns.
- Diagnose and repair concerns in various automotive accessories circuits.
- Diagnose and repair audio system concerns.
- Solve power window circuit malfunctions.
- Repair electronically controlled windshield wiper systems.
- Distinguish the operating characteristics of adaptive cruise control and how to diagnose and repair those systems.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

AUT 245 - Advanced Engine Performance

Class: 4 Lab: 3 Credits: 5

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

Prerequisites: Take AUT 145.

Course Topics:

- DTC Driven Diagnosis
- Symptom Driven Diagnosis
- Scan Tool Parameter Identification and Bilateral Controls
- Emissions Gasses
- On Board Diagnostics II

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

AUT 251 - Automatic Transmission Overhaul

Class: 4 Lab: 3 Credits: 5

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

Prerequisites: Take AUT 132 or AUT 130.

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](#).

Required Materials:

- Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

AUT 262 - Advanced Automotive Diagnosis and Repair

Class: Lab: 12 Credits: 4

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.

Prerequisites: Take AUT 132.

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](#).

Required Materials:

- Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

- Differentiate between the different types of self-tests.
- Subdivide the different types of code outputs.
- Diagnose intermittent concerns using enhanced testing equipment.
- Subdivide the different types of input sensors.
- Subdivide the different types of output components.
- Show the ability to diagnose problems caused by failed or out of range inputs.
- Show the ability to diagnose problems caused by failed or out of range outputs.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

AUT 275 - Alternate Technology Vehicle

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take AUT 132 or AUT 130.

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](#).

Required Materials:

Safety Glasses

Grading System:

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 -59

Student Learning Outcomes:

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

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

BAF 101 - Personal Finance

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take MAT 032, ENG 032, RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Define personal financial goals.
- Prepare personal financial statements.
- Solve the time value of money concepts.
- Prepare personal taxes.
- Develop a savings strategy.
- Develop a plan for a home buying and purchase or lease alternatives for selection of a vehicle.
- Calculate insurance needs.
- Describe retirement needs and estate planning.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



BCT 150 - Plumbing

Class: 3 Lab: 6 Credits: 5

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](#).

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

Student Learning Outcomes:

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

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

BIO 100 - Introductory Biology

Class: 3 **Lab:** 3 **Credits:** 4

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

Prerequisites: Take RDG 100 and MAT 032 minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Interpret science as a way of learning using the scientific process.
- Identify the essential part of atoms, molecules, and cells.
- Demonstrate proper safety in the laboratory.
- Properly use and maintain the compound microscope.
- Use metric units and readily convert between units.
- Describe energy and its transformations.
- Examine how genetics works and cell division.
- Identify human anatomy and physiology.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

BIO 101 - Biological Science I

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take MAT 101 or MAT 152 or MAT 103, and ENG 100, RDG 100, and (BIO 100 or CHM 100 or High School Biology or High School Chemistry) with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Distinguish between the levels of biological organization and between the components of the scientific method.

Identify major organic molecules in cells and their importance.

Describe cells, their organelles, cell processes and their importance.

Solve genetics problems based on Mendelian genetics, discussing the importance of modern genetics in society.

Describe the structure and function of DNA and RNA in protein synthesis.

Perform laboratory assignments, including collecting data and formulating conclusions based on experimental results.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

BIO 102 - Biological Science II

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take BIO 101 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

Describe anatomical structures and life cycles of Viruses.

Identify characteristics for Domain Bacteria and Domain Archaea.

Identify classification systems and characteristics for Kingdom Protista, Kingdom Fungi, Kingdom Plantae, and Kingdom Animalia, placing representative organisms within the correct classification system.

Describe the scope of ecology including the demographics of populations, growth models regulation of population size and life history patterns.

Discuss the history of evolutionary thought, methods by which populations evolve, speciation, and evidences of macroevolution.

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

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

BIO 105 - Principles of Biology

Class: 3 **Lab:** 3 **Credits:** 4

This course is an introductory biology course, unifying biology concepts and principles at all levels.

Prerequisites: Take ENG 100, RDG 100, MAT 032 and (BIO 100 or High School Biology); all with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the characteristics of a living organism.
- Identify and describe the chemical building blocks of living organisms.
- Describe cellular structure and the role of cell components.
- Describe energy production in various cell types.
- Describe processes essential in cell division and sexual reproduction.
- Solve problems and identify patterns of inheritance using Mendelian genetics.
- Identify the driving forces behind evolution.
- Perform laboratory assignments, including collecting data and formulating conclusions based on experimental results.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

BIO 112 - Basic Human Anatomy and Physiology

Class: 3 **Lab:** 3 **Credits:** 4

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

Prerequisites: Take ENG 100, RDG 100, MAT 032 and (High School Biology or BIO 100) with a minimum grade of "C".

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](#).

Required Materials: None

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Describe the anatomical organization of the body.
- Explain the relationship between the components of an atom and how chemical bonds are formed.
- Distinguish between the organelles of a cell and the functions of each.
- Describe the process of Mitosis and distinguish between the phases.
- Describe the organization of the four tissue types of the human body.
- Describe the organization of the 11 organ systems of the human body.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



BIO 210 - Anatomy & Physiology I

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take MAT 101 or MAT 152 or MAT 103, and ENG 100, RDG 100 and (BIO 100 or High School Biology) with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Recognize the major functions of the various cells of the skeletal system.
Demonstrate an understanding of the processes of glycolysis, glycogenolysis, gluconeogenesis, and glycogenesis.
Recognize the outcomes of the chemical reactions involved in the Citric Acid Cycle.
Recognize the role of Na⁺-K⁺ ATPase in the generation of muscle/neuron cell transmembrane electrochemical gradients.
Demonstrate knowledge of the components of a sarcomere.
Distinguish among voltage-gated, chemically or ligand-gated, and mechanically-gated channels.
Distinguish between activities either stimulated or inhibited by the parasympathetic and sympathetic nervous systems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

BIO 211 - Anatomy & Physiology II

Class: 3 **Lab:** 3 **Credits:** 4

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

Prerequisites: Take BIO 210 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the various factors that may influence the degree of target cell activation.
- Explain the mechanisms involved in cardiac muscle contraction with consequential directional blood flow.
- Explain hypothalamic regulation of homeostasis through hormonal regulation.
- Recognize the involvement of the respiratory system in maintaining homeostasis blood pH.
- Describe the functions of digestive system hormones.
- Describe the basic purpose or function of the kidney medullary osmotic gradient.
- Identify the mechanisms involved in the production of viable gametes.
- List and explain the four phases of hemostasis.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

BIO 215 - Anatomy

Class: 3 **Lab:** 3 **Credits:** 4

This course is a study of the structure of the human body in relation to normal and pathologic states.

Prerequisites: Take BIO 101 or BIO 112 with a minimum grade of "C".

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](#).

Required Materials:

Grading System:

Student Learning Outcomes:

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

BIO 216 - Physiology

Class: 3 **Lab:** 3 **Credits:** 4

This course is a study of human physiological processes in relation to homeostasis.

Prerequisites: Take BIO 215 with a minimum grade of "C".

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](#).

Required Materials:

Grading System:

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



BIO 225 - Microbiology

Class: 3 Lab: 3 Credits: 4

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.

Prerequisites: Take BIO 101 or BIO 210 or BIO 216 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Recognize and describe the major physiological characteristics and classifications of the prokaryotes, eukaryotic microbes, and viruses.

Describe the major biochemical events that take place in microbial cells including nutrient uptake, metabolism, growth/replication, protein synthesis, and recombination.

Describe the effects of environmental factors on microbial growth including: temperature, oxygen levels, osmolarity, pH, and ecological associations.

Describe the mechanisms associated with the various forms of microbial control and development of antimicrobial resistance.

Describe the major types of infection and how they are transmitted between hosts.

Recognize and describe the mechanisms involved with the nonspecific immune response, the specific immune response, and hypersensitivity reactions.

Identify the major characteristics of major human diseases by body system.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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**Official Course Syllabus
2020-2021**

BIO 240 - Nutrition

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take MAT 101 or MAT 152 or MAT 103, and ENG 100, RDG 100, and (BIO 100 or CHM 100 or High School Biology or High School Chemistry) with a minimum grade of "C".

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Identify diet and lifestyle factors important in promoting health and preventing disease.

Identify and explain energy nutrients and the role of energy balance on health.

Define the micronutrients, vitamins and minerals.

Describe the role of water, vitamins and minerals in promoting growth, development and maintenance of the body and in regulating body processes.

Describe the relationship between nutrition and fitness, sports and eating disorders.

Describe nutrition as it relates to specific life stages.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

BIO 275 - Human Pathophysiology

Class: 3 **Lab:** 0 **Credits:** 3

This course studies human disease processes, including inflammation, degeneration, immunity, neoplasia, congenital anomalies, and acquired or inherited conditions. Common diseases for each body system are covered and emphasis placed on clinical manifestations, diagnosis, treatment, and prevention.

Prerequisites: Take BIO 211 with a minimum grade of "C".

Course Topics:

Cell and Tissue Function
Integrative Body Function
Infection and Immunity
Hematopoietic Function and Disorders
Circulatory Function and Disorders
Respiratory Function and Disorders
Urinary tract Function and Disorders
Gastrointestinal Function and Disorders
Endocrine system Function and Disorders
Nervous system Function and Disorders
Reproductive Function and Disorders
Musculoskeletal Function and Disorders
Integumentary Function and Disorders

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Describe disorders associated with hemostasis and blood cells.
Describe disorders associated with blood flow and cardiac function.
Describe disorders associated with ventilation and gas exchange.
Describe disorders associated with renal function and bladder.
Describe disorders associated with gastrointestinal and pancreatic function.
Describe disorders associated with endocrine control of growth and metabolism.
Describe disorders associated with neuromuscular, sensory, and brain function.
Describe disorders associated with the male and female genitourinary system.
Describe disorders associated with the skeletal system.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

BKP 112 - Introduction to Baking Science

Class: Lab: 3 **Credits:** 1

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Practice sanitation and food safety regulations in a kitchen.
- Define baking terms.
- Identify equipment and its use in a bakeshop.
- Prepare and evaluate baked good items.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

BKP 119 - Introduction to Baking and Pastry

Class: 1 **Lab:** 6 **Credits:** 3

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.

Prerequisites: Take BKP 112 with a minimum grade of "C".

Course Topics:

- Define and describe the steps in the production yeast-leavened breads.
- Prepare a variety of yeast-leavened breads.
- Evaluate the quality of yeast-leavened breads.
- Define and describe the variety of cake types and the mixing methods utilized to produce them.
- Prepare a variety of cakes.
- Evaluate the quality of prepared cakes.
- Demonstrate basic icing and decorating techniques.
- Evaluate the quality of iced and decorated cakes.
- Define and describe the variety of laminated dough.
- Explain the process of lamination as it applies to dough.
- Prepare a variety of laminated dough products.
- Evaluate the quality of prepared laminated dough products.
- Define and describe pate choux, its uses, method of preparation, baking and finishing.
- Prepare a variety of pate choux products.
- Evaluate the quality of prepared pate choux products.
- Define and describe meringues, its various types, uses, and methods of preparation.
- Prepare a variety of meringues.
- Evaluate the quality of prepared meringues.
- Define and describe creams, custards, puddings and related sauces.
- Describe various types of uses of and preparation methods of various creams, custards, puddings and related sauces.
- Prepare a variety of creams, custards, puddings and related sauces.
- Evaluate the quality of prepared creams, custards, puddings and related sauces.
- Define and describe the various types, uses, and methods of preparation of dessert sauces.
- Prepare a variety of dessert sauces.
- Evaluate the quality of prepared dessert sauces.
- Discuss the application of mixes and other value added products.
- Define and describe variety of fillings and toppings for pastries and baked goods.
- Discuss methods of preparation and finishing techniques for various fillings and toppings.
- Prepare a variety of filling and finishing for pastries and baked goods.
- Demonstrate the presentation of baked goods and desserts.
- Evaluate the quality of presentations of baked good and desserts.
- Discuss nutritional concerns as they apply to baking.
- Discuss recipe modification to create more nationally beneficial baked goods and desserts.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Identify and practice locally enforced food code standards as regulated and inspected by SC DHEC.

Define and integrate common vocabulary of baking terms.

Outline the proper and effective use of baking/pastry utensils and equipment.

Define, describe, prepare and evaluate baked good items, using correct basic principles and techniques.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

BKP 220 - Advanced Bakeshop

Class: 1 Lab: 6 Credits: 3

This course is a study of the preparation of advanced, classical, and international pastries. Emphasis is placed on producing quality commercial baked goods.

Prerequisites: Take BKP 119 with a minimum grade of "C".

Course Topics:

- Define and describe the steps in the production of yeast-leavened breads.
- Prepare a variety of yeast-leavened breads.
- Evaluate the quality of yeast-leavened breads.
- Define and describe the variety of cake types and the mixing methods utilized to produce them.
- Prepare a variety of cakes.
- Evaluate the quality of prepared cakes.
- Demonstrate basic icing and decorating techniques.
- Evaluate the quality of iced and decorated cakes.
- Define and describe the variety of laminated dough.
- Explain the process of lamination as it applied to dough.
- Prepare a variety of laminated dough products.
- Evaluate the quality of prepared laminated dough products.
- Define and describe pate choux, its uses, methods of preparation, baking and finishing.
- Prepare a variety of pate choux products.
- Evaluate the quality of prepared pate choux products.
- Define and describe meringues, its various types, uses, and methods of preparation.
- Prepare a variety of meringues.
- Evaluate the quality of prepared meringues.
- Define and describe creams, custards, puddings and related sauces.
- Describe various types of uses and preparation methods of various creams, custards, puddings and related sauces.
- Evaluate the quality of prepared creams, custards, puddings and related sauces.
- Define and describe the various types, uses, and methods of preparation of dessert sauces.
- Prepare a variety of dessert sauces.
- Evaluate the quality of prepared dessert sauces.
- Discuss the application of mixes and other value added products.
- Define and describe variety of fillings and toppings for pastries and baked goods.
- Discuss methods of preparation and finishing techniques for various fillings and toppings.
- Prepare a variety of filling and finishing for pastries and baked goods.
- Demonstrate the presentation of bakes goods and desserts.
- Evaluate the quality of presentations of bakes goods and desserts.
- Discuss nutritional concerns as they apply to baking.
- Discuss recipe modification to create more nationally beneficial baked goods and desserts.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Practice sanitation and food safety regulations in a kitchen.
Prepare and evaluate bakery and pastry items using the correct time line and production techniques.
Convert a classic dessert into a healthier version with nutritional information and cost analysis.
Produce an individual plate dessert using the 4 parts of a plated dessert, buffet and a la minute plating techniques.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Policies](#) on the following topics:

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**Official Course Syllabus
2020-2021**

BUS 110 - Entrepreneurship

Class: 3 **Lab:** **Credits:** 3

This course is an introduction to the process of starting a small business, including forms of ownership and management.

Prerequisites: Take RDG 032, MAT 032 and ENG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Summarize the foundations of Entrepreneurship.
- Distinguish the strategic management process.
- Evaluate the sections of a successful business plan.
- Compare financial reports utilized in the operations of a small business.
- Evaluate important decisions associated with the marketing plan.
- Summarize the ethical, legal, and regulatory environment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

BUS 121 - Business Law I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and MAT 032 and RDG 100.

Course Topics:

History and current legal process of the American Justice System.
Torts, which torts affect businesses, and different types of remedies available.
Elements needed to form a contract.
Breach of contract and the types of remedies available.
Basics of the criminal justice system.
Laws that protect consumers' rights.
Overview of employment law.
Different forms of business structures.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Evaluate the history and current legal process used in the American Justice System.
Demonstrate an understanding of torts, which torts effect businesses, and the different types of relief.
Evaluate the elements of a contract.
Demonstrate an understanding of breach of contract and the types of remedies available.
Demonstrate an understanding of the basics of the criminal justice system.
Evaluate the laws in place to protect consumers' rights.
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.
Demonstrate an understanding of the different forms of business structures.
Complete a semester long project addressing legal issues associated with starting a business.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

BUS 130 - Business Communications

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Demonstrate the writing process.
- Communicate with business staff and clients.
- Report workplace data.
- Demonstrate professionalism, teamwork, meeting and speaking skills.
- Research primary and secondary data.
- Plan and develop a business presentation.
- Design an impressive multimedia presentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

BUS 136 - Compensation and Benefits Analysis

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take MGT 101 with a minimum grade of "C".

Corequisites: Take MGT 201.

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](#).

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

Student Learning Outcomes:

Demonstrate an understanding of the basic compensation concepts and the context of compensation practice.

Analyze the differences between strategic and tactical compensation.

Analyze relevant laws and options available in designing proper compensation and benefit plans.

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.

Demonstrate an understanding of different types of pay systems that include seniority, longevity, merit, and pay-for-performance.

Articulate the link between performance appraisal systems to the outcomes of the overall business' goals, employee empowerment, and various employee pay systems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

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

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BUS 152 - Service Culture Development

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Define service culture.
- Recognize key difference between internal and external customers.
- Apply problem solving techniques to provide quality customer service.
- Identify customer service retention tools.
- Appraise the level of customer service received at various establishments and recommend suggestions for improvement.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

BUS 180 - Social Media in Business

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032 and RDG 032 and CPT 101 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

Understand the ways in which business and non-profits use social media to engage customers.

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.

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.

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.

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 shortcomings.

Analyze social media's usefulness for business as a vehicle for facilitating customer communication and interactions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

BUS 220 - Business Ethics

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and MAT 032 and RDG 100.

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](#).

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

Student Learning Outcomes:

- Explain concepts of business ethics from an organizational perspective.
- Analyze common internal corporate ethical issues.
- Describe various legislation concerning ethics in business.
- Articulate stakeholders' roles in a company's ethics.
- Analyze the voluntary and mandated boundaries of ethical conduct.
- Outline the process for developing an ethics compliance program.
- Examine various global ethical issues.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity

- Academic Misconduct
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- Withdrawal Policy



BUS 268 - Special Projects in Business

Class: 3 **Lab:** **Credits:** 3

This course includes research, reporting, and special activities for successful employment in the business world.

Corequisites: Take ACC 102 and MGT 206 with a minimum grade of "C" required.

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](#).

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

Student Learning Outcomes:

- Demonstrate basic planning, organizing, leading, and controlling skills.
- Demonstrate a knowledge of human resource skills.
- Contrast legal and ethical issues.
- Summarize tax and licenses needed for a start-up.
- Apply routine accounting applications.
- Apply basic financial planning and budgeting skills.
- Create a business plan.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

BUS 275 - Business Internship

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take BUS 110 with a minimum grade of "C" required.

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](#).

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

Student Learning Outcomes:

Differentiate between Social Media and Web Design.
Distinguish the financing, insurance, real estate management processes.
Summarize the options available with the SCC Incubator and the Chamber of Commerce.
Evaluate the option of Franchising.
Evaluate important employee benefits for a small business.
Assess the opportunities presented with small business entrepreneurship.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CGC 101 - Introduction to Graphic Techniques

Class: 2 Lab: 3 Credits: 3

This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.

Prerequisites: Take ENG 032, MAT 032 and RDG 100.

Corequisites: Take CGC 110.

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](#).

Required Materials:

- 1 USB jump drive

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Explain the roles, processes, occupations, responsibilities, and safety in the printing industry.
- Produce a digital mechanical to include measurements and typography.
- Describe the basic components, principles, and laws of art and copy preparation.
- Construct digital mechanicals for one-color, spot-color, and process color print jobs.
- Demonstrate how to preflight and output digital files necessary for graphic reproduction.
- Identify basic pre-press equipment, tools and supplies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CGC 110 - Electronic Publishing

Class: 2 Lab: 3 Credits: 3

This is an introductory course to the fundamentals of electronic publishing.

Prerequisites: Take ENG 032, MAT 032, and RDG 100.

Corequisites: Take CGC 101.

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](#).

Required Materials:

- 1 USB jump drive

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Explain the basic principles and methods of type composition.
- Compose text copy.
- Produce a digital mechanical to include measurements and typography.
- Describe the basic components, principles, and laws of digital copy preparation.
- Construct one-color, spot-color, and process color print jobs.
- Construct graphic design layouts using Adobe InDesign layout software.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CGC 115 - Digital Photography

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 100.

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](#).

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

Student Learning Outcomes:

- Differentiate types of digital cameras.
- Evaluate camera manuals and memory cards.
- Practice composition techniques.
- Manipulate storage media and images.
- Identify customized camera settings.
- Recognize exposure issues and file formats.
- Output digital images to various printing sources.
- Identify Adobe Photoshop software tools and applications.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



CHM 100 - Introductory Chemistry

Class: 3 **Lab:** 3 **Credits:** 4

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)

Prerequisites: Take RDG 032 and (MAT 101 or MAT 152).

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](#).

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

Student Learning Outcomes:

- Demonstrate the use of science and technology.
- Illustrate the mathematical aspects of chemistry.
- Describe and explain the modern atomic theory and periodic table.
- Describe the electronic structure of and the bonding between atoms.
- Differentiate between the types of chemical reactions and intermolecular forces.
- Differentiate between acids and bases.
- Describe and identify organic compounds.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CHM 105 - General, Organic and Biochemistry

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take MAT 101, RDG 100, ENG 100 and (CHM 100 or high school chemistry or CHM 110) with a minimum grade "C".

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](#).

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

Student Learning Outcomes:

Successfully complete any unit conversion required in general chemistry using equalities and the mathematical truth that any number can be multiplied by one (1).

Utilize the periodic table to predict the relative sizes of atoms and strength of ionization energy, electron affinity and electronegativity.

Explain the factors affecting the rate of a chemical reaction.

Write the IUPAC names and draw the condensed structures of the organic families found in biological molecules.

Describe the structural formula and functions of biological macromolecules like carbohydrates, proteins, lipids and nucleic acids.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

CHM 110 - College Chemistry I

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take ENG 100, RDG 100, MAT 110 and (CHM 100 or high school chemistry) with a minimum grade of "C".

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](#).

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)

Grading System: A 90 - 100

B 80 - 89
C 70 - 79
D 60 - 69
F 0 - 59

Student Learning Outcomes:

- Explain the significance of the representative group numbers and period numbers.
- Utilize the periodic table to predict the trends of atomic size, ionization energy, electron affinity and electronegativity.
- Describe the four fundamental differences between a chemical reaction and a nuclear reaction.
- Successfully complete any unit conversion required in general chemistry using equalities and the mathematical truth that any number can be multiplied by one (1).
- Perform stoichiometric analysis using properly balanced chemical equations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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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- Withdrawal Policy



CHM 111 - College Chemistry II

Class: 3 **Lab:** 3 **Credits:** 4

(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.

Prerequisites: Take CHM 110 with a minimum grade of "C".

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](#).

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)

Grading System:

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

Student Learning Outcomes:

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.

Perform calorimetry calculations using appropriate thermodynamic principle.

Determine the components of a rate law of a chemical reaction given the appropriate experimental data.

Describe the integrated rate law for a zero, first and second order reactions.

Apply the rate law to determine the rate constant and half-life of the reactions.

Write IUPAC systematic names for organic compounds.

Draw the condensed structures for molecules in each of the organic functional group families.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

CHM 211 - Organic Chemistry I

Class: 3 **Lab:** 3 **Credits:** 4

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

Prerequisites: Take CHM 111 or CHM 105 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Differentiate between acid/base theories with emphasis on application of Lewis Theory on organic chemical reactions.

Describe IUPAC systematic naming for hydrocarbons, alcohols, ethers, epoxides, thiols, and amines.

Compare and contrast the structure and physical properties of hydrocarbons, alcohols, ethers, epoxides, thiols, and amines.

Demonstrate the use of substitution, addition, and elimination reaction mechanisms to predict the products and their ratios for organic chemical reactions.

Describe the importance of isomers for organic compounds especially stereoisomers.

Demonstrate the effect of delocalization of electrons and resonance hybridization for unsaturated hydrocarbon reactivity.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CHM 212 - Organic Chemistry II

Class: 3 **Lab:** 3 **Credits:** 4

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.

Prerequisites: Take CHM 211 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Determine the structural components of organic molecules using spectroscopic techniques.

Describe names, structures, and properties of alcohols, ethers, aldehydes, and ketones.

Describe names, structures, and properties of carboxylic acids and carboxylic acid derivatives.

Summarize chemical reactions of carbonyl compounds.

Describe names, structures, and properties of aliphatic amines, arylamines, and phenols.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

COL 101 - College Orientation

Class: 1 Lab: Credits: 1

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](#).

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

Student Learning Outcomes:

- Interpret information to make choices about course schedules.
- Demonstrate the use of SCC Website and electronic resources.
- Evaluate online information for its validity using library resources or the internet.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

COL 103 - College Skills

Class: 3 Lab: Credits: 3

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](#).

Required Materials:

- Notebook
- Paper
- Pens
- Highlighters

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

- Construct an e-mail with a college e-mail account using proper grammar.
- Analyze information to make choices about course schedules.
- Evaluate online information for its validity using library resources or the internet.
- Complete a project on career choice using career research assignments from the course.
- Identify SCC campus resources using SCC Website.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CPT 101 - Introduction to Computers

Class: 3 **Lab:** **Credits:** 3

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

Prerequisites: Take ENG 032 and MAT 032 and RDG 032.

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](#).

Required Materials:

Computer with Internet Access, Google Chrome browser, and 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

Student Learning Outcomes:

- Demonstrate knowledge of basic computer concepts.
- Demonstrate basic features and uses of the Windows operating system.
- Create common business documents utilizing current Microsoft Office applications.
- Create and communicate information utilizing electronic collaboration tools.
- Evaluate and apply current technology to protect digital information.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CPT 118 - Professional Practices in Information Technology

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take CPT 101 with a minimum grade of "C".

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](#).

Required Materials:

Computer with Internet Access, Google Chrome browser, and 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

Student Learning Outcomes:

- Develop leadership skills through teamwork.
- Identify Careers in Information Technology.
- Describe the tools necessary for an IT Career.
- Give examples of professionalism.
- Practice interview skills in a mock-interview scenario.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CPT 168 - Programming Logic and Design

Class: 3 **Lab:** **Credits:** 3

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.

Prerequisites: Take CPT 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe computer programming and logic.
- Develop a flowchart and pseudocode for a simple program.
- Design and create complex program with calculations.
- Design and develop a program to apply decision making with multiple conditions.
- Design and develop a program using string manipulation.
- Develop a program using sequential files.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CPT 178 - Software Applications

Class: 3 **Lab:** **Credits:** 3

Using electronic spreadsheet and relational database management software programs, this course focuses on complex microcomputer applications.

Prerequisites: Take CPT 101 and ACC 101 with a minimum grade of "C".

Course Topics:

- Database queries
- Database forms and reports
- 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](#).

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

Student Learning Outcomes:

- Maintain and sort a workbook
- Enhance a workbook with charts and graphs.
- Manage multiple worksheets and workbooks.
- Demonstrate use of advanced spreadsheet functions such as Pivot Tables, What-if Analysis and macros.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
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**Official Course Syllabus
2020-2021**

CPT 180 - Shell Scripting

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of shell scripting and emphasizes the designing, coding and testing of scripts. This course will cover shell scripting from both the command line and the graphical user interface.

Prerequisites: Take CPT 101 with a minimum grade of "C".

Course Topics:

- Python programming basics
- Functions used in scripting languages
- Automating tasks with scripts

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Explain the purpose and the use of the Python, PowerShell and Bash.
- Develop scripts to perform routine tasks.
- Incorporate functions into scripts.
- Input information from files and output results to files.
- Test scripts for functionality and error handling.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

CPT 185 - Event-Driven Programming

Class: 3 **Lab:** **Credits:** 3

This course introduces the student to development of professional-looking, special purpose Windows applications using the graphical user interface of Windows.

Prerequisites: Take CPT 168 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Use Microsoft Visual Studio .NET for C# programming.
- Declare variables using C# Syntax.
- Create a C# project using decision making and Message boxes.
- Validate end-user data entry.
- Create a C# program with Menus and related functions.
- Create a C# program with loops and arrays.
- Design and develop programs to use files and databases.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 188 - Mobile App Development

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take CPT 168 with a minimum grade of "C" required.

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](#).

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

Student Learning Outcomes:

- Demonstrate a practical knowledge of MAC, iPhone, iPad, and iOS.
- Design and develop a simple App using only the Navigation Controllers and Tabs.
- Declare variables and user language commands.
- Design and develop simple Apps.
- Design and develop complex Apps.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 202 - SQL Programming I

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take CPT 242 with a minimum grade of "C".

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](#).

Required Materials:

USB Flash Drive (minimum 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

Student Learning Outcomes:

- Illustrate components of SQL-Server.
- Design and create databases and tables using queries.
- Write SQL Statements.
- Create simple and complex SELECT statements.
- Use AGGREGATE functions in a query.
- Design and create reports.
- Create Stored Procedures and Triggers.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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CPT 206 - Advanced Event-Driven Programming

Class: 3 **Lab:** **Credits:** 3

This course is a study of advanced techniques for programming with an event-driven language.

Prerequisites: Take CPT 185 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Develop a program to do simple calculations.
- Develop a program using ifs and nested if conditions.
- Develop a program using loops.
- Develop a program using arrays.
- Develop a web-based application.
- Develop a program using databases.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 208 - Special Topics in Computer Technology

Class: 3 **Lab:** **Credits:** 3

This course focuses on changes in computer technology.

Prerequisites: Take CPT 209 with a minimum grade of "C".

Course Topics:

Preparation for A+ Certification Exam

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Define and compare Windows operating systems.
Install and maintain Windows operating systems.
Configure, implement and operate a network.
Identify and define computer hardware components.
Resolve computer hardware and operating system issues.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 209 - Computer Systems Management

Class: 3 **Lab:** **Credits:** 3

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.

Prerequisites: Take CPT 101 with a minimum grade of "C".

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 configuring an operating system
- Using Windows troubleshooting tools
- Similarities/differences in the Android vs. Apple

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Define and compare operating systems.
- Install and maintain operating systems.
- Set up a simple LAN able to share resources on a network.
- Differentiate operating systems used on mobile devices.
- Troubleshoot using system tools and diagnostic software.
- Build a personal computer system.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 236 - Introduction to Java Programming

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take CPT 168 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Demonstrate the use of basic Java syntax.
- Create Java objects, methods, and classes.
- Incorporate input operations, output operations, selection, repetition, arrays, and strings into basic Java programs.
- Create Java applets, multithreads, and animation.
- Develop programs to access user files and databases.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 242 - Database

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take CPT 101.

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](#).

Required Materials:

Computer with Internet Access, Google Chrome browser, and 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

Student Learning Outcomes:

- Design and create a database
- Design and create tables
- Design and create queries
- Design and create forms
- Design and create reports
- Explain the role of the database management system (DBMS) in a database integrity.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 244 - Data Structures

Class: 3 **Lab:** **Credits:** 3

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques.

Prerequisites: Take CPT 242.

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](#).

Required Materials:

- USB Flash Drive (minimum 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

Student Learning Outcomes:

- Use Crystal Reports program to create custom reports.
- Use action queries and advanced table relationships.
- Automate database tasks with Macros.
- Write application codes in the database using Visual Basic.
- Manage and secure the database.
- Demonstrate competency in relational database and database design (normalization).
- Design and create tables in a blank database.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 264 - Systems and Procedures

Class: 3 **Lab:** **Credits:** 3

This course covers the techniques of system analysis, design, development and implementation.

Prerequisites: Take CPT 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the system development environment and Systems Development Life Cycle.
- Identify ways to manage the information systems projects.
- Define system planning and selection.
- Determine all the system requirements.
- Describe structuring system requirements: Process modeling.
- Describe structuring system requirements: Conceptual Data modeling (CDM).
- Summarize selecting the best alternative design strategy.
- Describe designing the human interface.
- Describe systems implementation and operation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 275 - Computer Technology Senior Project

Class: 3 **Lab:** **Credits:** 3

This course includes the design, development, testing, and implementation of an instructor approved project.

Prerequisites: Take CPT 206, and CPT 202 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Design and Develop a complete Web-Based Application
- Design and Develop a complete None-web-Based Application
- Apply all the steps used in the Systems and Procedures to Design the Application System
- Apply all the steps in the programming to Develop the Application System
- Design and Develop the related Database using SQL or ACCESS database
- Communicate with the End-User in a Professional manner
- Present the project upon completion

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CPT 282 - Information Systems Security

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take CPT 101 and IST 166 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Define security threats.
Give examples of challenges encountered when securing information.
Examine ways to protect information.
Explain types of network vulnerabilities.
List types of organizational security policies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

CRJ 101 - Introduction to Criminal Justice

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Describe the history of the criminal justice system.
- List and explain the basic roles of the court system.
- Describe the role of corrections and alternative sanctions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CRJ 210 - The Juvenile and the Law

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from an historical and modern perspective.

Prerequisites: Take CRJ 101 with a minimum grade of "C".

Course Topics: Students will learn the concepts of the Juvenile Justice System, how it applies to different situations. It will study the history and evaluation of the juvenile court, court practices, prevention and intervention policies, police procedures, Juvenile Corrections among other topics.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Describe the history of the Juvenile Justice system.

List and explain the basic roles of the Juvenile court system.

Describe the role of Juvenile Corrections and alternative sanctions.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CUL 101 - Principles of Food Production I

Class: 1 **Lab:** 6 **Credits:** 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

Course Topics:

Knife skills, hand tool and equipment operation, emphasizing proper safety techniques.

Parts/components of a recipe.

Standardized recipes

Procedure for writing a standardized recipe.

Utensils, pots and pans and safe practices using stoves, mixers, ovens, etc.

The sautéing process.

Preparing a variety of foods using the sauteed techniques.

Evaluating the quality of sautéed items.

The processes of pan-frying and deep-frying.

Frying a variety of foods to their proper doneness.

Evaluating the quality of fried foods.

The roasting and baking process.

Comparing and contrasting roasting to baking, smoke roasting and spit-roasting.

Roasting meats, poultry and to the correct doneness to develop the best flavor and texture in the finished dish.

Evaluating the quality of roasted items.

The process of grilling and broiling.

Grilling and broiling foods to the proper doneness.

Evaluating the quality of grilled and broiled items.

Simmering foods to the proper doneness.

Evaluating the quality of simmered foods.

The boiling and steaming process.

Preparing boiled and steamed foods to the proper doneness.

Evaluating the quality of boiled and steamed items.

Standard weights and measures for proper scaling and measurement techniques.
Herbs, spices, oils, vinegar, condiments, marinades and rubs.

Evaluating the quality of herbs, spices, oils, vinegar, condiments, marinades and rubs.

Performing basic fabrication tasks with meat, poultry, seafood and variety meats.
Using the basic cooking methods to prepare meat, seafood, poultry, and variety meats to the proper doneness.

Evaluating the quality of prepared meats, seafood, poultry and variety meats.

Stock and its uses.

Different types of stocks.
Basic ingredients needed for making stocks.
The functions of the ingredients.
The process of making stocks.
Preparing a variety of stocks.
Evaluating the quality of properly made stock.

Sauces.

Evaluating the quality of a properly made sauce.

Soup

Preparing a variety of soups
Evaluating the quality of a properly made soup.

Fruits, vegetables, starches, legumes and grains.

Preparing a variety fruits, vegetables, starches, legumes and grains using the basic cooking methods.

Evaluating the quality of prepared fruits, vegetables, starches, legumes and grains.

Salad dressings

Types of salad dressings.

Preparing and evaluating the quality of a variety of salad dressings

Common salad greens. Preparing and dressing greens for a salad. Evaluating the quality of properly prepared and dressed green salad. Composed salads. Evaluating the quality of composed salads. Breakfast meats. Evaluating the quality of prepared breakfast meats. Preparation techniques used in egg cookery. Evaluating the quality of prepared eggs. Preparing a variety of breakfast batter products. Evaluating the quality of prepared breakfast batter products.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Practice sanitation and food safety regulations in a kitchen.

Identify a variety of cooking ingredients.

Prepare and evaluate foods using correct cooking methods and equipment.

Develop chef skills used in a culinary setting.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

CUL 102 - Principles of Food Production II

Class: 2 **Lab:** 3 **Credits:** 3

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.

Prerequisites: Take CUL 101 with a minimum grade of C.

Course Topics:

- Calculate food costs and percentages to determine selling prices.
- Perform recipe yield conversions.
- Perform the process of recipe costing.
- Determine selling price of menu items.
- Define and describe the sautéing process.
- Prepare a variety of foods using the saute techniques.
- Evaluate the quality of sautéed items.
- Define and describe the processes of pan-frying and deep frying.
- Fry a variety of food products to their proper doneness.
- Evaluate the quality of fried foods .
- Compare and contrast roasting to baking, poleing, smoke-roasting and spit-roasting.
- Roast meats, poultry, and fish to the correct doneness to develop the best flavor and texture in the finished dish.
- Evaluate the quality of roasted items.
- Define and describe the process of grilling and broiling.
- Grill and broil foods to the proper doneness.
- Evaluate the quality of grilled and broiled items.
- Define and describe the processes of braising and stewing, noting the similarities and differences.
- Braise and stew foods to the proper doneness.
- Evaluate the quality of braised and stewed items.
- Define and describe the process of shallow-poaching.
- Prepare shallow-poached foods properly and produce a sauce that incorporates the cooking liquid.
- Evaluate the quality of shallow poached items.
- Define poaching and simmering and correctly identify the temperature range at which each occurs.
- Poach and simmer foods to the proper doneness.
- Evaluate the quality of poached and simmered foods.
- Perform basic fabrication tasks with meat, poultry, seafood and variety meats.
- Using the basic cooking methods, prepare meat, seafood, poultry and variety meats to the proper doneness.
- Evaluate the quality of prepared meats, seafood, poultry, and variety meats.
- Identify and prepare the grand sauces.
- Prepare a variety of non-grand/classical sauces.
- List the basic ingredients needed for making grand and non-grand sauces.
- Identify tools and equipment used in garde manger, emphasizing safety and sanitation procedures.
- Define and describe hors d' oeuvre, appetizers, and canapes.
- Explain the importance of presentation and garnishing for hors d' oeuvre, appetizers, and canapes.
- Prepare a variety of hors d' oeuvre, appetizers, canapes and basic garnishes.
- Evaluate the quality of hors d' oeuvre, appetizers and canapes.
- Define aspic gelee and describe its functions. Demonstrate fundamental skills in the preparation and uses of aspic.
- Evaluate the quality of aspic gelee and items coated with it.

Define and describe forcemeat and its various forms including pate, terrine, galantine, mousseline and sausage.

Prepare and present a variety of forcemeat products.

Demonstrate food presentation techniques using a variety of plates, platters and trays.

Evaluate the quality of prepared plates platters and trays.

Produce decorative centerpieces.

Define and describe various methods in which food is preserved.

Prepare foods for preservation and prepare preserved foods.

Evaluate the quality of preserved foods.

Define and describe a variety of cheese categories.

Discuss how various cheeses are made and their uses.

Use cheese as an ingredient in recipes.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Practice sanitation and food safety regulations in a kitchen.

Classify a variety of stocks, soups and sauces.

Fabricate a variety of meat, poultry and seafood items.

Prepare and evaluate foods using different cooking methods.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CUL 103 - Nutrition

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the USDA My Pyramid principles.
- Develop and evaluate recipes and menus using dietary guidelines, recommendations, food guides, labels and technology.
- Identify common food allergens, altering menus to accommodate them.
- Identify emerging trends in nutrition.
- Develop a nutritional marketing plan.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CUL 104 - Introduction to Culinary Arts

Class: 0 **Lab:** 9 **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Outline the specific job opportunities within the food service industry.

Define various kitchen positions in retail and institutional facilities.

Describe common career progression.

Identify supportive and connected industries, and potential related career paths (i.e. food broker or DHEC inspector).

List a variety of related professional organizations.

Outline the pertinent regulatory agencies and their roles.

Compile an updated resume.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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- Withdrawal Policy



Official Course Syllabus

2020-2021

CUL 115 - Quantity Food Preparation

Class: 2 Lab: 9 Credits: 5

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.

Prerequisites: Take CUL 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Develop a menu for a buffet.
- Cost out a buffet menu including a price per person.
- Run the flow of service between front and back of house during buffet.
- Produce foods for a buffet from different cultures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Add/Drop period
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**Official Course Syllabus
2020-2021**

CUL 129 - Storeroom and Purchasing

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of C;

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](#).

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

Student Learning Outcomes:

Establish quality and quantity requirements for ordering products.
Identify the steps in evaluating and selecting a vendor.
Explain the procedures of receiving and storing of products.
Describe pricing strategies with vendors.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

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

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CUL 135 - Introduction to Dining Room Service

Class: 1 **Lab:** 6 **Credits:** 3

This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service.

Prerequisites: Take ENG 032, MAT 032, RDG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Set and serve a table using different cultural techniques.
- Describe the different functions and training of all service personnel.
- Set up a dining room to facilitate a natural flow and communication between the front and back of the house.
- Practice different styles of sales techniques.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



CUL 145 - Dining Room Operations

Class: 1 Lab: 6 Credits: 3

This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service.

Prerequisites: Take CUL 135 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Set and serve a table using different cultural techniques.
- Maintain a server bank and execute proper check out procedures.
- Prepare and execute table side cooking.
- Manage front of the house staff and flow from front of the house with back of the house during service.
- Execute different styles of sales techniques.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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CUL 154 - Safety and Sanitation

Class: 2 Lab: Credits: 2

This course is a study of local, state and national regulations governing sanitary food handling practices.

Prerequisites: Take RDG 032 with a minimum grade of "C".

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
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- Online Confidentiality
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

CUL 155 - Sanitation

Class: 3 **Lab:** **Credits:** 3

This course is a study of local, state, and national regulations governing sanitary food handling practices.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

Course Topics:

- Microorganisms related to food spoilage and food-borne illnesses
- Symptoms common to food-borne illnesses
- Fundamentals of good personal hygiene.
- Good personal hygiene and health habits in a laboratory setting.
- Acceptable procedures when preparing potentially hazardous foods, including time/temperature principles.
- Major causes of food spoilage and spoilage indicators
- The flow of food through an establishment and list the various ways contamination may be prevented along the pathway.
- Proper receiving and storage of both raw and prepared foods.
- Sanitary and safety design and construction features of food production equipment and facilities. (i.e. NSF, UL, OSHA, ADA, etc.)
- Cleaners and sanitizers
- HACCP Principles and the critical control points during all food handling processes as a method for minimizing the risk of food-borne illness.
- Material Safety Data Sheets (MSDS)
- Developing a cleaning and sanitizing schedule and procedures for equipment and facilities.
- Proper methods of waste disposal and recycling.
- Insects, rodents and pest control eradication.
- Sanitation self-inspection
- Common causes of typical accidents and injuries in the foodservice industry
- 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.
- Food bio-terrorism laws and RFID technology

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Identify food borne illnesses and their symptoms.
- Explain the importance and procedures to follow for personal hygiene.
- Identify the steps in a HACCP plan.

Identify the cleaner, its proper use and storage.
Acquire and identify the information on a SDS form.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

CUL 178 - Farm to Plate

Class: 2 Lab: 3 Credits: 3

This course explores traditional forming methods used throughout South Carolina and around the world. Students will stud heirloom varieties of vegetables as well as animal husbandry and feeds. Students will use farm products in traditional classical cooking methods and techniques.

Prerequisites: Take CUL 101, CUL 102, CUL 155, and CUL 220 with a minimum grade of "C".

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
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Standard SCC Course Policies: Please review the [Standard SCC Course Polices](#) on the following topics:

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

CUL 216 - International Cuisine

Class: 1 Lab: 6 Credits: 3

This course is a study of the cuisines of the world, including Asia, Europe, the Mediterranean and Africa. Students are exposed to history, cultural influences and common recipes.

Prerequisites: Take CUL 101, CUL 102, CUL 155 and CUL 220 with a minimum grade of "C".

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.
- Differing 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](#).

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

Student Learning Outcomes:

- Develop a menu for a buffet.
- Cost out a buffet menu including a price per person.
- Run the flow of service between front and back of house during buffet.
- Produce foods for a buffet from different cultures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

CUL 220 - Introduction to Garde Manger

Class: 1 Lab: 6 Credits:

This production course provides students with skills and knowledge of the organization, equipment and responsibilities of the cold kitchen. Students are introduced to classical garde manger techniques.

Prerequisites: Take CUL 101, CUL 102 and CUL 155 with a minimum grade of "C".

Course Topics:

Identify tools and equipment used in garde manger, emphasizing safety and sanitation procedures.

Define and describe hors d'oeuvre, appetizers and canapes.

Explain the importance of presentation and garnishing for hors d'oeuvre, appetizers, and canapes.

Prepare a variety of hors d'oeuvre, appetizers, canapes and basic garnishes.

Evaluate the quality of hors d'oeuvre, appetizers, and canapes.

Define aspic gelee and describe its functions. Demonstrate fundamental skills in the preparation of uses of aspic.

Evaluate the quality of aspic gelee and items coated with it.

Define and describe forcemeat and its various forms including pate, terrine, galantine, mousseline, and sausage.

Prepare and present a variety of forcemeat products.

Evaluate the quality of forcemeat products.

Demonstrate food presentation techniques using a variety of plates, platters and trays.

Evaluate the quality of prepared plates, platters and trays.

Produce decorative centerpieces (i.e. fruit, vegetable carvings, salt dough, tallow and ice carvings).

Define and describe various methods in which food is preserved (i.e. brining, salting, curing, and smoking).

Prepare foods for preservation and prepare preserved foods.

Evaluate the quality of preserved foods.

Define and describe a variety of cheese categories.

Discuss how various cheeses are made and their uses.

Use cheese as an ingredient in recipes.

Taste various cheeses and evaluate their quality.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CUL 235 - Menu Planning

Class: 2 Lab: 3 Credits: 3

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques.

Prerequisites: Take CUL 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the characteristics of an effective marketing plan.
- Identify demographic factors used to define the target market.
- Explain the differences between commercial and non-commercial foodservice operations.
- Identify the key components in a business plan.
- Explain the differences between sales promotions publicity and public relations in the marketing effort.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CUL 236 - Restaurant Capstone

Class: 1 Lab: 6 Credits: 3

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.

Prerequisites: Take CUL 115 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Develop food specials for a food production line.
- Cost out a menu.
- Take an inventory.
- Conduct a Menu Analysis.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CUL 299 - Special Topics in Culinary Studies

Class: 3 **Lab:** **Credits:** 3

This course will focus on a special topic in culinary or baking pastry arts such as regional world cuisines, food history, or current trends.

Prerequisites: Take CUL 115 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Construct a wedding cake.
- Describe the methods for tempering chocolate.
- Describe the flow of a meat processing plant.
- Develop an understanding of the flow from farm to table.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CWE 114 - Cooperative Work Experience I

Class: Lab: 20 Credits: 4

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Perform basic diagnosis on light truck rear anti-lock brake systems.

Perform four (4) wheel anti-lock brake system diagnosis and repair.

Perform basic diagnosis, adjustments, and repair of standard hydraulic brake systems.

Use automotive electrical measuring devices.

Test the operation of the components used in automotive electrical systems.

Use service literature to assist in testing and diagnosis.

Demonstrate safe work habits.

Demonstrate appropriate tool selection and usage.

Employ basic maintenance, vehicle pre-delivery, and service techniques

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



CWE 123 - Cooperative Work Experience II

Class: Lab: 15 Credits: 3

This course includes cooperative work experience in an approved setting.

Prerequisites: Take AOT 253 or AOT 254 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Perform general office duties independently as assigned by the preceptor/supervisor with minimal supervision.

Interpret policies and procedures.

Speak clearly and articulately using proper grammar and vocabulary.

Project a professional image in accordance with the assigned work environment.

Complete a 240 hour cooperative work experience in an approved administrative role.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



CWE 124 - Cooperative Work Experience II

Class: Lab: 20 Credits: 4

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Proper diagnosis of air refrigeration systems.
- Demonstrate proper equipment usage to discharge, recycle, and recharge of refrigerant.
- Properly connect test equipment and evaluate the readings.
- Properly diagnose and repair suspension concerns.
- Properly diagnosis and repair manual/power steering concerns.
- Perform wheel alignment procedures.
- Interpret alignment angles given while using alignment equipment.
- Properly diagnose and repair electronic steering systems.
- Properly diagnose and repair electronic suspension system.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



CWE 131 - Cooperative Work Experience III

Class: Lab: 5 Credits: 1

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](#).

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

Student Learning Outcomes:

Perform general office duties independently as assigned by the preceptor/supervisor with minimal supervision.

Interpret policies and procedures.

Speak clearly and articulately using proper grammar and vocabulary.

Project a professional image in accordance with the assigned work environment.

Complete an 80-hour cooperative work experience in an approved administrative role.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CWE 132 - Cooperative Work Experience III

Class: Lab: 10 Credits: 2

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Retrieve data from test equipment and diagnose faults.
- Discover the major systems related to engine performance.
- Perform drive/half shaft and universal joint service.
- Perform four-wheel drive service and adjustments
- Perform Rear Axle Repairs.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CWE 134 - Cooperative Work Experience III

Class: Lab: 20 Credits: 4

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Grading System:

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CWE 214 - Cooperative Work Experience IV

Class: Lab: 20 Credits: 4

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Demonstrate the proper procedure for internal combustion engine removal and installation.

Perform internal engine repairs.

Utilize compression testers and cylinder leakage tester to properly diagnose engine concerns.

Diagnose and repair cooling system concerns.

Solve the cause of component failure.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

CWE 224 - Cooperative Work Experience V

Class: Lab: 20 Credits: 4

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Perform test equipment setup, hookup, and test procedures for measuring solid state components.

Diagnose and repair faulty components using the symptom to system, system to component, component to cause diagnostic procedures.

Perform test equipment setup, hookup, and test procedures for OBDII computer system.

Diagnose and repair subsystem failures (hard fault), intermittent failure (continuous), and out of range failures.

Solve the cause of component failure.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

CWE 232 - Cooperative Work Experience Vi

Class: Lab: 10 Credits: 2

This course includes cooperative work experience in an approved setting.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Identify and correct Hydraulic and Mechanical Automatic Transmission concerns.

Perform Automatic Transmission Disassembly-Overhaul-Reassembly procedures.

Diagnose and repair Electronic Automatic Transmission concerns.

Understand the dangers of working with high-voltage components and other general safety considerations.

Use the proper types of personal protective equipment required when working with hybrid electric vehicles.

Perform general maintenance procedures on hybrid and electric vehicles.

Diagnose and repair hybrid and electric vehicle systems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



DAT 110 - Dental Terminology

Class: 3 Lab: Credits: 3

This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.

Prerequisites: Take ENG 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

Recognize terms used in a dental practice, associating the need of breaking down each term into separate parts for combining into difficult words.

List and locate terms related to the anatomy and oral structures.

Associate terms related to the formation of teeth.

Define words related to dental professionals and facility setups.

List and describe use of terms related to infection control.

Recognize terms related to emergency care.

Restate terms related to prevention and examination.

List and explain terms related to pharmacology and pain management.

Describe term related to tooth restorations.

Associate terms related to cosmetic dentistry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

DAT 113 - Dental Materials

Class: 3 Lab: 3 Credits: 4

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

Course Topics:

- Hazardous Materials in the Dental Office
- Various Restoration Placement
- Restorative and Esthetic Material
- Properties of Liners, Varnishes, Bases, and Dentin
- Dental Impression Materials and Luting Agents
- Properties of Dental Impression
- Dental Laboratory Equipment and Wax Materials

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Safety Glasses
- Utility Gloves
- Lab Jacket (Disposable)

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

Student Learning Outcomes:

- Discuss management of hazardous materials in the dental office.
- Identify the properties of amalgam and composite materials and various restoration placements.
- Identify the properties of dental materials used for restorative and esthetic material.
- Identify the properties of liners, varnishes, bases, and dentin.
- Identify the properties of dental impression material and luting agents.
- Demonstrate and describe differences of dental impression materials and luting agents.
- Identify the properties of dental impression materials.
- Demonstrate the correct mixing techniques for a dental impression.
- Identify characteristics of dental laboratory equipment and wax materials as used in dentistry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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DAT 115 - Ethics & Professionalism

Class: 1 Lab: Credits: 1

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](#).

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

Student Learning Outcomes:

- Identify historical events in dentistry.
- Identify the role of the professional dental assistant.
- Identify the roles, responsibilities, and the education requirement of the dental health care team members.
- Discuss the ethical aspects of dentistry.
- Discuss dentistry and the law.
- Explain the provisions in the South Carolina Dental Practice Act referring to the dental assistant and utilization.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
- Academic Misconduct
- Add/Drop period
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**Official Course Syllabus
2020-2021**

DAT 118 - Dental Morphology

Class: 2 Lab: Credits: 2

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

Course Topics:

Tooth Morphology
Embryology and Histology
Permanent Dentition and Primary Dentition

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Identify and describe parts of the mouth, surfaces, teeth, and tissues.

Explain general tooth morphology.

Describe dental embryology and histology.

Demonstrate knowledge of permanent dentition.

Describe the eruption sequence of primary and permanent dentition.

Identify the teeth using the Universal Numbering System, Palmer's Notation and International Standards Organization.

Identify the surfaces of the teeth including line and point angles.

Explain different types of occlusion.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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**Official Course Syllabus
2020-2021**

DAT 121 - Dental Health Education

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

Describe the importance Nutrition and its relationship to dental health and oral conditions in dentistry.

Describe and demonstrate the importance of ergonomics and the goal of the dental health team.

Recognize dental caries.

Recognize periodontal disease.

Discuss preventive dentistry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



DAT 122 - Dental Office Management

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

Demonstrate professional communication skills with patients (verbal and nonverbal).
Discuss and identify types of written communications that originate from a dental practice.
Demonstrate and describe business operating systems used within a dental office.
Discuss the role of the assistant in making financial arrangements and when such arrangements should be made.
Describe the function of computerized practice management systems and manual bookkeeping systems.
Describe account procedures.
Identify banking responsibilities associated with a dental practice.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

DAT 123 - Oral Medicine/Oral Biology

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

- Identify the medically and physically compromised patient.
- Use pharmacology references.
- Describe drugs commonly used in dentistry.
- Identify major medical conditions that can affect patient treatment and how to assist during a medical emergency.
- Define and recognize vital signs principles.
- Identify pain control and anesthetic techniques in dentistry.
- Identify possible diseases of the teeth, dental pulp, oral tissues, and their effects on dental health.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

DAT 124 - Expanded Functions/Specialties

Class: Lab: 3 Credits: 1

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](#).

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

Student Learning Outcomes:

Identify various instruments in dental specialties.
Describe post-operative instruction for all dental specialties.
Demonstrate dental procedures in all dental specialties.
List and explain functions of various dental instruments.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

DAT 127 - Dental Radiography

Class: 3 Lab: 3 Credits: 4

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](#).

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

Student Learning Outcomes:

- Explain the foundation of radiography, radiographic equipment and radiologic safety.
- Explain the purpose and role of dental film.
- Interpret processed dental film.
- Process dental film and dental radiographs.
- Define legal issues and quality assurance as they relate to dental radiography.
- Apply radiographic infection control measures.
- Define intraoral, extraoral, and digital radiography.
- Demonstrate intraoral, extraoral, and digital radiographic techniques.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

DAT 154 - Clinical Procedures I

Class: 2 Lab: 6 Credits: 4

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](#).

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

Student Learning Outcomes:

- Describe the dental office and the delivering of dental care.
- Demonstrate preparation skills for patient care using dental hand instruments, handpieces and accessories.
- Demonstrate competency in documenting and interpreting the patient record.
- Demonstrate skills in charting.
- demonstrate competency of the facts and principles of microbiology.
- Discuss disease transmission and infection control in the dental office.
- Demonstrate principles and techniques of disinfection and instrument processing and sterilization in a dental office.
- Discuss moisture control.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

DAT 160 - Expanded Duties/Specialties

Class: 2 Lab: Credits: 2

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.

Prerequisites: Take AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154 with a minimum grade of "C".

Corequisites: Take DAT 123, DAT 124, DAT 127, and DAT 164.

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](#).

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

Student Learning Outcomes:

- Perform administrative office duties.
- Perform clinical office duties.
- Perform clinical laboratory duties.
- Apply legal concepts.
- Discuss patient instructions and SC Expanded Duty Dental procedures.
- Discuss operation functions.
- Discuss moisture control.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



DAT 164 - Clinical Procedure II

Class: Lab: 12 Credits: 4

This course introduces the instruments and chairside procedures of the dental specialties.

Prerequisites: Take AHS 113, DAT 113, DAT 115, DAT 118, DAT 121, and DAT 154.

Corequisites: Take DAT 122, DAT 123, DAT 124 and DAT 127

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](#).

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

Student Learning Outcomes:

- Develop skills in chairside assisting and maintaining the operatory.
- Develop skills in selected dental laboratory procedures.
- Demonstrate proper sterilization techniques and maintenance of sterilization equipment.
- Develop skills in polishing restorations and supragingival tooth structure.
- Describe the purpose for coronal polishing perform and discuss fluoride.
- Describe the purpose of dental sealants.
- Prepare to take the Dental Assisting National Board Certification Exam.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



DAT 177 - Dental Office Experience

Class: Lab: 21 Credits: 7

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](#).

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

Student Learning Outcomes:

- Demonstrate patient management skills.
- Demonstrate skills in chairside assisting and maintaining the operatory.
- Demonstrate skills in exposing, processing, mounting, filing, and storing dental radiographs.
- Demonstrate skills in selected dental laboratory procedures.
- Demonstrate proper sterilization techniques and maintenance of sterilization equipment.
- Participate in oral health education.
- Participate in office management duties.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

DHM 105 - Diesel Engines I

Class: 2 Lab: 3 Credits: 3

This course covers the basic study of diesel engine design and operating principles.

Prerequisites: Take AUT 132 or AUT 130.

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](#).

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

Student Learning Outcomes:

- Explain how a diesel engine works.
- Describe the difference between direct and indirect injection in diesel engines.
- Identify the parts found in a typical diesel engine.
- Compare and contrast the advantages and disadvantages of a diesel engine.
- Explain the need for and how the glow plug system works.
- Research the need for emission control systems as they relate to diesel engines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ECD 101 - Introduction to Early Childhood

Class: 3 Lab: Credits: 3

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:

- Early Childhood Education as a Profession
- Observation and Supervision
- Communicating
- Play
- Guiding Behavior
- Teacher as a Model
- Adult Relationships
- Development
- Observing, Recording and Assessing
- Physical Environment
- Social Emotional Environment
- Routines
- Language and Emergent Literacy
- Math and Science Experiences
- Art, Music and Social Studies

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Coordinate space, time, and materials to plan developmentally appropriate experiences that encourage children's play, exploration, safe practices, and learning. (NAEYC 1a, 1c)

Demonstrate an understanding of the principles of child growth and development to serve as a foundation for working effectively with young children. (NAEYC 1a)

Identify a healthy environment, good health habits, and the policies and practices needed to meet the nutritional needs of young children. (NAEYC 1a, 1c)

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)

Demonstrate knowledge about strategies for establishing and maintaining positive and productive relationships with families. (NAEYC 2a)

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)

Identify the state and local standards, policies, regulations, and laws that are applicable to early care and education programs. (NAEYC 1c, 5b).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ECD 102 - Growth & Development I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Describe typical physical, social, emotional, language, and cognitive development of a child from conception to age 2. (NAEYC 1a, 1b, 4c)

Identify the influence of heredity and environment on the development of the child from conception to age 2. (NAEYC 1a, 1b)

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)

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)

Describe the importance of supportive adult relationships for children from birth through age 2. (NAEYC 1b, 2a, 2b, 2c)

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)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ECD 105 - Guidance-Classroom Management

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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)

Explain and determine the use of developmentally effective classroom strategies. (NAEYC 4b)

Determine and explain developmentally effective discipline/guidance techniques. (NAEYC 4b,4c)

Plan strategies and techniques for providing a supportive environment in which children develop self-control and interact positively with others. (NAEYC 4b)

Identify and evaluate causes of behavior when observing children in various situations. (NAEYC 1b).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



ECD 107 - Exceptional Children

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Categorize and give written information on the exceptionality of a child. (NAEYC 1a, 3b, 3c)
Select appropriate materials and activities for working with the exceptional child in early childhood programs. (NAEYC 1a, 1b, 1c, 5c)
Describe environmental and educational accommodations necessary for including children with special needs. (NAEYC 1c)
Describe the concept of inclusion and list the benefits of this instructional model. (NAEYC 1c)
Explain the effects of federal legislation on children with special needs and their families. (NAEYC 6b)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ECD 108 - Family & Community Relations

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ECD 101.

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](#).

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

Student Learning Outcomes:

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)

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)

Identify elements of effective parent education workshops. (NAEYC 1b, 2a, 4a, 4c)

Identify resources to support families in the community. (NAEYC 2b, 2c)

Describe characteristics of family life and external factors causing stress on family life. (NAEYC 2a)

Identify methods teachers may use to convey interest, information, and support to families. (NAEYC 2a, 2c)

Create a plan to effectively engage families in an early childhood setting. (NAEYC 2a-2c, 5c, 4b)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ECD 109 - Administration & Supervision

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ECD 101.

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](#).

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

Student Learning Outcomes:

- Develop personal and professional goals. (NAEYC 6a, 6d)
- Discuss the child care law and current regulations and state licensing standards. (NAEYC 2b)
- Discuss various child care programs and how they differ in philosophy and goals. (NAEYC 6d)
- Develop supervision techniques and personnel policies. (NAEYC 3c, 6b)
- Identify and describe the early childhood facility and equipment that meet the needs of children, staff members and families. (NAEYC 1a-c, 2a, 4a)
- Design effective and appropriate marketing materials. (NAEYC 6a, 6d)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ECD 131 - Language Arts

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the characteristics, phonology, and grammar of infant, toddler, and preschool speech. (NAEYC 1a, 1b, 1c)

- Conduct a classroom observation to identify activities/elements that support literacy. (NAEYC 6d)
- 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)

- Select, evaluate, and present quality literature that is appropriate for various stages of development. (NAEYC 4d)

- Implement developmentally appropriate techniques for storytelling and read-alouds. (NAEYC 1a,1c, 4c, 5c)

- Create an original storybook (including writing, illustrating, etc.) to read that is age appropriate for young children. (NAEYC 4b, 4c)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ECD 132 - Creative Experiences

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Explain the values of creative experiences in a young child's life. (NAEYC 5a, 5b)
Utilize a variety of media, methods, techniques, and equipment to support age appropriate creative experiences for young children. (NAEYC 5b)
Design creative activities for selected areas of the curriculum. (NAEYC 5a, 5b, 5c)
Analyze the classroom environment for creative components. (NAEYC 5a, 5b, 5c)

Plan, implement and evaluate a variety of activities to support age-appropriate experiences.
(NAEYC 5a)

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ECD 133 - Science & Math Concepts

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Utilize appropriate media, materials, techniques, and methods during development of science and math activities. (NAEYC 4c, 5a, 5c)

Evaluate age appropriate science and math activities. (NAEYC 4b)

Integrate science and math activities into various areas of the preschool program. (NAEYC 4b, 4c, 5a, 5c)

Plan, implement, and evaluate age-appropriate science and math activities. (NAEYC 4c, 4d, 5c)

Prepare and organize resources for curriculum use in science and math. (NAEYC 4c, 4d, 5c)

Create and demonstrate science and math experiences that are important and relevant to preschool children. (NAEYC 4b, 4c, 5b, 5c)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ECD 135 - Health, Safety, & Nutrition

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take ENG 032, RDG 032 and ECD 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Plan, design, and evaluate activities for promoting good nutrition, health, and safety practices in young children. (NAEYC 1a, 4a-4d)

Describe and assess the components of a healthy, safe and unsafe environment for young children. (NAEYC 1a, 1c, 4a, 4b)

Recognize symptoms and describe treatments and procedures for common diseases and illnesses for young children. (NAEYC 1a)

Demonstrate knowledge of the basic components of CPR and First Aid for young children. (NAEYC 6b, 6c)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ECD 200 - Curriculum Issues in Infant and Toddler Development

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ECD 101 with a minimum grade of "C".

Corequisites: Take ECD 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Demonstrate an understanding that infant/toddler curriculum must reflect the individual child's needs and interest. (NAEYC 1a, 1b, 2a, 3b-d,)

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)

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)

Demonstrate an understanding that curriculum should be based on knowledge of an information gained from children's families (NAEYC 2a-c, 4a- d,).

Demonstrate the ability to responsibly observe, document, and assess young children to promote positive outcomes for young children. (NAEYC 3d)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ECD 201 - Principles of Ethics & Leadership in Early Care and Education

Class: 3 **Lab:** **Credits:** 3

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](#).

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

Student Learning Outcomes:

- Develop a personal philosophy of early care and education. (NAEYC 5a)
- Describe appropriate ethical relationships with children, families, colleagues, community, and society. (NAEYC 2a, 4a, 5b)
- Develop a personal professional leadership career plan for the field of early care and education. (NAEYC 5a, 5c)
- Identify and engage oneself in leadership or advocacy within the early childhood field. (NAEYC 5)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

ECD 203 - Growth and Development II

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of C.

Corequisites: Take ECD 102

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](#).

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

Student Learning Outcomes:

Describe typical physical, social, emotional, language, and cognitive development of a child from ages 3-8. (NAEYC 1a, 1b, 4c)

Identify the influence of environment on the development of the child. (NAEYC 1a, 1b)

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)

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)

Describe the importance of supportive adult and peer relationships for children from ages 3-8. (NAEYC 1b, 2a, 2b, 2c).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Appeals Process
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- Withdrawal Policy



ECD 205 - Socialization and Group Care of Infants and Toddlers

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Use a variety of strategies to encourage infant and toddler social-emotional development. (NAEYC 1a, 1b, 1c)
- Identify different young children's temperamental traits and develop techniques for dealing with these different styles in infant/toddler groups. (NAEYC 1b, 1c, 2b)
- Develop guidance and discipline techniques to foster responsive caregiving practices with infants and toddlers in group care. (NAEYC 1b, 1c)
- Match caregiver strategies to infant/toddler social-emotional milestones. (NAEYC 1a-c, 3b 4b)
- Identify the multiple influences on infants and toddlers and the importance of partnerships with the child's family. (NAEYC 1b, 2a, 2b, 2c)
- Identify the SC Infant Toddler Guidelines as a resource to support infant and toddler social development. (NAEYC 1a-c, 5c)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ECD 207 - Inclusive Care for Infants and Toddlers

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify the benefits and challenges of including infants and toddlers in a child care program. (NAEYC 1a, 4a)

Identify and understand the principles of infant/toddler physical, cognitive, language, social, self-help, and motor development. (NAEYC 1a, 1b)

Identify and practice strategies for discussing developmental concerns with families. (NAEYC 2b)

Identify and practice adapting materials and activities for infants and toddlers with special needs. (NAEYC 5b, 5c)

Identify resources for parents and caregivers at the local and state level that would assist in meeting needs. (NAEYC 6b)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ECD 237 - Methods and Materials

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135 and ECD 203.

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](#).

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

Student Learning Outcomes:

Develop effective instructional techniques for teaching young children. (NAEYC 1c)
Select, evaluate, and utilize appropriate equipment and materials for a preschool program. (NAEYC 4c)
Develop and implement lesson plans and activities which support a fully integrated curriculum. (NAEYC 1a-1c, 4b, 4c, 5a-5c)
Identify the ethical standards and guidelines and use them to evaluate ethical dilemmas. (NAEYC 6b)
Assemble evidence that demonstrates professional readiness in the Early Care and Educational field. (NAEYC 6a)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Lab Procedures (general SCC policy regarding this)
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- Services for Students with Disabilities
- Withdrawal Policy



ECD 243 - Supervised Field Experience I

Class: 1 Lab: 6 Credits: 3

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisites: Take ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135 and ECD 203.

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](#).

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

Student Learning Outcomes:

- Incorporate knowledge of child development and practices to design and implement developmentally appropriate activities for children. (NAEYC 1a, 4a-4d, 5a-5c)
- Plan, implement, and evaluate instructional activities for children with an understanding of content knowledge in early education. (NAEYC 5a-5c)
- Collaborate with classroom teachers and involve oneself with the early childhood field. (NAEYC 6c)
- Utilize observation, documentation and other appropriate assessment tools. (NAEYC 3a-d)
- Implement and uphold ethical standards and other professional guidelines. (NAEYC 6b)
- Integrate knowledgeable, critical and reflective perspectives on early education. (NAEYC 6d)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ECD 251 - Supervised Field Experiences in Infant/Toddler Environment

Class: 1 **Lab:** 6 **Credits:** 3

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Prerequisites: Take ECD 101, ECD 102, ECD 205 and ECD 207 with a minimum grade of "C".

Corequisites: Take ECD 200

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](#).

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

Student Learning Outcomes:

Plan, implement, and evaluate instructional activities for infants/toddlers with an understanding of content knowledge in early education. (NAEYC 5a, 5b)

Create healthy, respectful, supportive, and challenging environments for infants/toddlers. (NAEYC 1c)

Collaborate with classroom teachers and involve oneself with the early childhood field. (NAEYC 6a, 6c)

Utilize observation, documentation and other appropriate assessment tools. (NAEYC 3a-d)

Implement and uphold ethical standards and other professional guidelines. (NAEYC 6b)

Integrate knowledgeable, critical and reflective perspectives on early education. (NAEYC 6d)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ECO 201 - Economic Concepts

Class: 3 **Lab:** **Credits:** 3

This course is a study of micro- and macro-economic concepts and selected economic problems.

Prerequisites: Take ENG 032, RDG 032, and MAT 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
- Interpret supply and demand models.
- Calculate price elasticity, income elasticity, and cross elasticity.
- Analyze short-run and long-run production cost
- Apply profit maximization rules to perfectly competitive market structures.
- Examine the national income accounting process.
- Calculate unemployment and other labor market statistics.
- Assess monetary policy strategies used to promote stability in the business cycle.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
- Add/Drop period
- Appeals Process
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**Official Course Syllabus
2020-2021**

ECO 210 - Macroeconomics

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
Interpret aggregate supply and aggregate demand models.
Examine the determinants of GDP growth and the national income accounting process.
Calculate unemployment and changes in the cost of living.
Dissect international trade models using the theory of comparative advantage.
Compare various fiscal and monetary policy strategies used to promote stability in the business cycle.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ECO 211 - Microeconomics

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and MAT 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

- Construct a marginal analysis of costs and benefits resulting in efficient resource allocation.
- Interpret supply and demand models.
- Calculate price elasticity, income elasticity, and cross elasticity.
- Contrast various systems of resource allocation.
- Assess the impact of government intervention within various markets.
- Analyze short-run and long-run production costs
- Apply profit maximization rules to different market structures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

EDU 102 - Professional Preparation for Education Careers

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 100, RDG 100 and MAT 102 (or MAT 153) with a minimum grade of "C".

Course Topics:

Review of basic math skills assessed on Core Praxis I, without use of calculator

Review of basic reading skills assessed on Core Praxis I

Review of basic writing and essay skills assessed on Core Praxis I

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Students must have a computer with internet access.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Increase score on simulated Core Praxis basic skills in mathematics, with a four-function calculator, by competing prescriptive modules based on pre-test results.

Increase score on simulated Core Praxis basic skills in reading by competing prescriptive modules based on pre-test results.

Increase score on simulated Core Praxis basic skills in writing by competing prescriptive modules based on pre-test results.

Create an action plan by writing an overview of the student's educational goal.

Reflect upon an educational "clashing viewpoint" by writing an original composition summarizing both viewpoints.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EDU 201 - Classroom Inquiry with Technology

Class: 3 **Lab:** 0 **Credits:** 3

This course explores teaching as a data drive, reflective practice. 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.

Prerequisites: Take ENG 100 or RDG 100 and CPT 101 with a minimum grade of "C".

Course Topics:

- Proper and Effective use of computer technologies and audiovisual resources
- Navigating portfolio software
- Construction of materials
- Location of resources
- Operation of Equipment

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Computer with access to Internet
- Microsoft Office - SCC provides Microsoft Office products for free to students

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Identify technologies that are commonly integrated into classrooms.
- Create technology rich materials to facilitate active student learning.
- Apply proper use of technological tools in frequently used software.
- Integrate basic visual design principles into the development of instructional products.
- Compose communications and collaborations with students, parents, peers, and community members using current technologies to support student success.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EDU 230 - Schools in Communities

Class: 4 Lab: Credits: 4

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- 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.

- Analyze the major philosophical influences on American education by completing a questionnaire that compares these influences to their own philosophy of education.

- Examine the societal influences upon schools by participating in a community service project.

- Explain the political impact upon the community school by observing a local school governance body during the decision-making process.

- Reflect upon experiences and activities completed during the semester by creating a portfolio of major assignments.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



EEM 105 - Basic Electricity

Class: 1 Lab: 3 Credits: 2

This course is a survey of basic electrical principles, circuits, and measurements.

Course Topics:

- Ohm's Law
- Series Circuits
- Parallel Circuits
- Series-Parallel Circuits

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Identify Ohm's Law and Circuits.
- Solve Circuit values.
- Relate batteries to energy.
- Select proper wire size.
- Distinguish AC and DC currents.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



EEM 107 - Industrial Computer Techniques

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

- Describe the basic parts of the computer system.
- Judge the effectiveness of shared data.
- Investigate various Operating Systems.
- Use a word processing application to create business documents.
- Use a spreadsheet software application to create spreadsheets and/or databases.
- Design a presentation using various presentation software applications.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

EEM 117 - AC/DC Circuits I

Class: 2 Lab: 6 Credits: 4

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](#).

Required Materials:

CAMIT Basic Toolkit which includes tools, meter, safety glasses, calculator, etc. Will be used throughout various CAMIT classes.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Calculate the values of Ohm's Law and Circuits.
- Solve combination circuits.
- Compare batteries to energy.
- Select proper wire size per application.
- Analyze magnetism.
- Differentiate Alternating Current from Direct Current.
- Measure values in circuits.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

EEM 118 - AC/DC Circuits II

Class: 2 Lab: 6 Credits: 4

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.

Prerequisites: Take EEM 117.

Course Topics:

Alternating Current Theory
Investigating Capacitors, Inductors and Resistors in circuits
Designing circuits using Multisim software
Building and Testing circuits in lab

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Distinguish between direct and alternating current.
Analyze various configurations of AC circuits containing resistance and inductance.
Evaluate various configurations of AC circuits containing resistance and capacitance.
Calculate various configurations of AC circuits containing resistance, inductance and capacitance.
Differentiate between 3-phase and single-phase volts.
Construct and measure various delta and wye circuits.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EEM 123 - Schematics Analysis

Class: 3 **Lab:** **Credits:** 3

This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

Prerequisites: Take EEM 117.

Course Topics:

- Classifying various electrical/electronic symbols
- Identifying components by symbol
- Power Circuits and Control Circuits
- Components on a schematic

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Compare and classify various electronic and electrical symbols.
- Identify power circuits versus control.
- Classify various wiring diagrams by their construction and application.
- Assess various schematic diagrams by their construction and application.
- Explain the relationship between currents on a schematic diagram.
- Evaluate and convert a ladder diagram to either a wiring or schematic drawing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EEM 145 - Control Circuits

Class: 3 **Lab:** **Credits:** 3

This course covers the principles and applications of component circuits and methods of motor control.

Prerequisites: Take EEM 117.

Course Topics:

- Differentiating between Open and Closed Loop Systems
- Physical properties of different systems
- Thermal properties in control systems

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

- Distinguish between the operations of open and closed loop control systems.
- Outline the physical properties of Liquids and methods used in the measurement of pressure systems.
- Describe the fundamental thermal properties of matter and methods used in the measurement of temperature controlled systems.
- Explain physical properties involved in the measurement and control of flow of Liquids.
- Summarize physical properties involved in the measurement and control of level of Liquids.
- Select and specify industrial detection sensors.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EEM 151 - Motor Controls I

Class: 2 Lab: 6 Credits: 4

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

Corequisites: Take EEM 117 or ACR 106.

Course Topics:

- Safety
- Power Sources
- Control Circuits
- Load Calculation
- Motors
- Control Devices

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Associate safety considerations for personnel, work area, and maintenance of equipment.
- Construct and operate magnetic motor starter circuits using push button stations.
- Simulate run, jog and stop circuits.
- Develop timer circuits.
- Test multiple push button station circuits.
- Create Forward /Reversing motor circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EEM 152 - Motor Controls II

Class: 2 **Lab:** 6 **Credits:** 4

This course is a continuation of the study of motor controls, including additional techniques and control devices.

Prerequisites: Take EEM 151.

Course Topics:

- Advanced Study of relay components and circuits
- Designing control and power circuits
- Constructing control and power circuits using relay logic

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

- Experiment with Pilot and Control Devices.
- Construct pilot Device Circuits.
- Identify logic control circuits.
- Construct Control Circuits.
- Design and construct various electrical schematics and motor control operating circuits commonly used in the motor controls industry.
- Troubleshoot motor control circuits used in industry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC Course Policies: Please review the [Standard SCC Course Polices](#) 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



**Official Course Syllabus
2020-2021**

EEM 162 - Introduction to Process Control

Class: 3 **Lab:** **Credits:** 3

This course is an introduction to control systems theory and process control characteristics.

Course Topics:

- Safety
- Industrial Processes
- Methods of Control
- Pressure
- Temperature
- Flow rate
- Sensors and Devices

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89
C 70 - 79
D 60 - 69
F 0 - 59

Student Learning Outcomes:

- Explain the operation and major internal parts of a process controller.
- Describe the various process industries and the roles, responsibilities, and expectations for the process technician.
- Describe basic equipment used in process industries.
- Explain the importance of quality, safety, health and environment to the process industry.
- Interpret basic process industry drawings.
- Apply basic concepts of Chemistry and Physics needed within process industries.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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



**Official Course Syllabus
2020-2021**

EEM 201 - Electronic Devices I

Class: 2 Lab: 3 Credits: 3

This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

Prerequisites: Take EEM 117.

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](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

- Describe the basic fundamentals and construction of semiconductor materials.
- Construct circuits with Diodes, Bridges, and Filters.
- Compute values of components in a circuit.
- Examine the construction and operation of the transistor.
- Demonstrate the applications of FET's.
- Evaluate circuits using semiconductor devices.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EEM 202 - Electronic Devices II

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take EEM 201.

Course Topics:

- IC Chips
- 555 Timers
- Power Supply
- Oscillators
- Operational Amplifiers
- Circuit Computations

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Compare the operation of various IC components.
- Calculate values of IC circuits.
- Demonstrate the operation of the IC packaged Timers.
- Examine operational characteristics of Oscillator circuits.
- Explain the operation of an operational amplifier.
- Interpret various audio amplifiers circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EEM 211 - AC Machines

Class: 2 Lab: 3 Credits: 3

This course is a study of application, operation, and construction of AC machines.

Prerequisites: Take EEM 117.

Course Topics:

- Safety
- Ohm's Law
- Three Phase Power
- AC Motors
- DC Motors
- Transformers
- Circuit Calculations

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Demonstrate safety practices in lab area.
- Review electrical properties of three phase circuits.
- Demonstrate the operation of single-phase motors.
- Demonstrate the operation of three-phase motors.
- Differentiate between three-phase and single-phase voltages.
- Utilize transformers in various circuit configurations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EEM 221 - DC/AC Drives

Class: 2 Lab: 3 Credits: 3

This course covers the principles of operation and application of DC drives and AC drives.

Prerequisites: Take EEM 201 and EEM 211.

Course Topics:

- AC & DC drive characteristics
- Analyze various Drive schematics
- Test Drive circuits
- Identify factors that contribute to drive failure

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

Identify and demonstrate proper electrical and mechanical safety precautions and procedures while work on and troubleshooting drives.

For DC and AC Motors, measure and calculate Powerin, Powerout, Horsepower, and Efficiency using Torque, Input Current and Voltage.

Identify the major functional blocks of DC Drives and describe the basic operation of DC Drives from input power to controlling/powering a DC Drive.

Identify the major functional blocks of AC Drives, describe the basic operation of AC Drives from input power to controlling/powering an AC Drive, and demonstrate AC Drive operation in the lab.

Identify the primary operating characteristics, advantages, and disadvantages of Servo Motors, Stepper Motors, and Linear Drives.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EEM 231 - Digital Circuits I

Class: 2 Lab: 3 Credits: 3

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:

- Safety
- Converting Numbering Systems
- Analogue-Digital Conversion
- Logic Gates
- Integrated Circuits
- Circuit Calculations

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89
C 70 - 79
D 60 - 69
F 0 - 59

Student Learning Outcomes:

- Outline the basic fundamentals and the difference between analog and digital.
- Convert the use of the different numbering systems used in digital circuits.
- Assess the operation of different logic gates.
- Demonstrate methods used in logic circuit simplification.
- Explain the combinational networks used in digital circuits.
- Experiment with the different uses for latches and flip-flops.
- Evaluate the use of combining multiple gates and devices to perform specific functions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EEM 240 - Basic Microprocessors

Class: 3 Lab: 3 Credits: 4

This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.

Prerequisites: Take EEM 231.

Course Topics:

Study of microprocessor concepts
Architecture
Programming
Interfacing

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Analyze the integration of microprocessor systems, software and programs.
Explain basic levels of microprocessor programs.
Write programs using machine code.
Explain microprocessor cycles and basic hardware concepts.
Define the types of memories used and their applications.
Describe the design of basic microprocessor circuitry used for address decoding, memories, peripherals, and system control.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EEM 251 - Programmable Controllers

Class: 2 **Lab:** 3 **Credits:** 3

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.

Prerequisites: Take EEM 151.

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](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Implement AND, OR, or NOT logic to solve a problem.
- Translate gate logic into ladder logic.
- Describe digital and analog inputs and outputs.
- Identify the connections to a PLC using electrical prints, electrical diagrams, or field wiring diagrams..
- Design and implement ladder logic program utilizing the applicable software.
- Identify in a PLC environment data types of bits, nibbles, bytes, and words.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Appeals Process
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EEM 252 - Programmable Controllers Applications

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take EEM 251.

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](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Analyze the components of a programmable controller.
- Compare the relationship of the data table and the input/output data files.
- Illustrate the steps required to load a ladder type program onto a programmable controller.
- Evaluate the use of timers and counters in a program.
- Write programs using data manipulation instructions.
- Generate reports that monitor the operation of a controlled operation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EEM 275 - Technical Troubleshooting

Class: 2 Lab: 3 Credits: 3

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisites: Take EEM 201 and EEM 252.

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](#).

Required Materials: CAMIT Basic Toolkit which is normally purchased for EEM 117.

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Describe electronic schematic symbols and interpret their use in circuits.
Isolate the defective equipment, circuit board, stage, and components.
Define troubleshooting techniques on power supplies and software driven circuits.
Evaluate manufacturer's methods of part identification.
Demonstrate ability to use logic in determining the nature of a problem.
Determine if a possible corrective action for the cause of the problem exists.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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



**Official Course Syllabus
2020-2021**

EET 111 - DC Circuits

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take ENG 100 and MAT 102 and RDG 100.

Corequisites: Take MAT 110 .

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](#).

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

Student Learning Outcomes:

- Identify and use the appropriate bench test equipment in a laboratory setting.
- Construct analog and digital circuits using basic schematic diagrams.
- Collect experimental data and organize in a concise tabular form.
- Use electronic and industrial schematics in finding solutions to given case studies, scenarios or word problems.
- Report lab data clearly and accurately.
- Design, troubleshoot and test electronic and industrial circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



EET 112 - AC Circuits

Class: 3 Lab: 3 Credits: 4

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.

Prerequisites: Take MAT 110, EET 111

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](#).

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

Student Learning Outcomes:

- Identify and use the appropriate bench test equipment in a laboratory setting.
- Explain experimental results as it relates to theory.
- Collaborate on a technical project contributing to the success of the team.
- Create technical project reports using technical knowledge and professional writing skills.
- Design, troubleshoot and test electronic and industrial circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EET 131 - Active Devices

Class: 3 **Lab:** 3 **Credits:** 4

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.

Corequisites: Take EET 112.

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](#).

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

Student Learning Outcomes:

- Identify and use the appropriate bench test equipment in a laboratory setting.
- Explain experimental results as it relates to theory.
- Solve engineering technology problems using practical knowledge of mathematics, science, engineering and technology.
- Create technical project reports using technical knowledge and professional writing skills.
- Design, troubleshoot and test electronic and industrial circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EET 141 - Electronic Circuits

Class: 3 Lab: 3 Credits: 4

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](#).

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

Student Learning Outcomes:

- Construct analog and digital circuits using basic schematic diagrams.
- Use Excel to analyze experimental data.
- Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.
- Use circuit simulation software to design, test and analyze electronic circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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



**Official Course Syllabus
2020-2021**

EET 145 - Digital Circuits

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take ENG 100 and (MAT 102 or MAT 153) and RDG 100.

Corequisites: Take MAT 110.

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](#).

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

Student Learning Outcomes:

- Construct analog and digital circuits using basic schematic diagrams.
- Design, troubleshoot and test electronic and industrial circuits.
- Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.
- Choose the appropriate solution to engineering technology problems based on given criteria.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



EET 231 - Industrial Electronics

Class: 3 Lab: 3 Credits: 4

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.

Prerequisites: Take EET 141.

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](#).

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

Student Learning Outcomes:

- Collaborate on a technical project contributing to the success of the team.
- Plan, produce and deliver an oral digital presentation that utilizes graphics on a given technical topic.
- Collect experimental data and organize in concise tabular form.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EET 235 - Programmable Controllers

Class: 2 Lab: 3 Credits: 3

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](#).

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

Student Learning Outcomes:

- Design, troubleshoot and test electronic and industrial circuits.
- Use electronic and industrial schematics in finding solutions to given case studies, scenarios or word problems.
- Use programming software to code solutions for engineering technology problems.
- Choose the appropriate solution to engineering technology problems based on given criteria.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EET 236 - PLC Systems Programming

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take EET 235.

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](#).

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

Student Learning Outcomes:

Use electronic and industrial schematics in finding solutions to given case studies, scenarios or word problems.

Choose the appropriate solution to engineering technology problems based on given criteria.

Use programming software to code solutions for engineering technology problems.

Design, troubleshoot and test electronic and industrial circuits.

Solve engineering technology problems using practical knowledge of mathematics, science, engineering and technology.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EET 261 - Electronic Troubleshooting

Class: 3 **Lab:** **Credits:** 2

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.

Prerequisites: Take MAT 110 and EET 111 with a minimum grade of "C".

Corequisites: Take EET 112 and EET 131.

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](#).

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

Student Learning Outcomes:

- Apply the steps to successful problem solving.
- Report lab data clearly and accurately.
- Use circuit simulation software to design, test and analyze electronic circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EET 273 - Electronics Senior Project

Class: Lab: 3 Credits: 1

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](#).

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

Student Learning Outcomes:

- Report lab data clearly and accurately.
- Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.
- Use circuit simulation software to design, test and analyze electronic circuits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



EGR 104 - Engineering Technology Foundations

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 100 and MAT 101 or MAT 152 with a minimum grade of "C".

Corequisites: Take MAT 102.

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](#).

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

Student Learning Outcomes:

- Apply the steps to successful problem solving.
- Plan, produce and deliver an oral digital presentation that utilizes graphics on a technical topic.
- List the technician's code of ethics.
- Explain the importance of ethical behavior in the technology field.
- Explain the importance of diversity in the technology field.
- Identify the role, responsibility, duties, work environment and educational requirements of an Electronic Engineering Technician.
- Explain the educational and career opportunities that exist beyond the current curriculum of study.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



EGR 112 - Engineering Programming

Class: 2 Lab: 3 Credits: 3

This course covers interactive computing and the basic concepts of programming.

Prerequisites: Take ENG 032 and RDG 100 and MAT 101 or MAT 152 with a minimum grade of "C".

Corequisites: Take MAT 102 .

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](#).

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

Student Learning Outcomes:

- Use Excel to analyze experimental data
- Plan, produce and orally deliver a digital presentation that utilizes graphics on a given technical topic.
- Demonstrate time management skills, adhering to all deadlines for assignments, tests, and projects.
- Create technical project reports using technical knowledge and professional writing skills.
- Use programming software to code solutions for engineering technology problems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct

- Add/Drop period
- Appeals Process
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- Classroom Conduct/Expectations
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- Withdrawal Policy



EGR 115 - Creative Inquiry in Engineering I

Class: 0 **Lab:** 3 **Credits:** 1

This course is designed for engineering transfer students to explore an engineering major in more depth by working on research projects that may involve analysis, design and implementation. Projects may be individual or group and may be interdisciplinary in nature.

Prerequisites: Take MAT 110 with a minimum grade of "C".

Corequisites: Take EGR 269.

Course Topics:

- Steps for successful engineering research.
- Engineering project management.
- Engineering problem solving in various disciplines.
- Engineering development and design skills.
- Recommend improvements to an existing product, system, process, or environment.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Notebook, Sci/Eng calculator, access to 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

Student Learning Outcomes:

- Apply correct methodology for successful engineering research.
- Analyze engineering projects for possible solutions.
- Design solutions for engineering related problems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EGR 116 - Creative Inquiry in Engineering II

Class: 0 **Lab:** 3 **Credits:** 1

This course is a continuation of Creative Inquiry in Engineering I and is designed for engineering transfer students to explore an engineering major in more depth by continuing their work on research projects that may involve analysis, design and implementation. Projects may be individual or group and may be interdisciplinary in nature.

Prerequisites: Take EGR 115 with a minimum grade of "C".

Course Topics:

- Steps for successful engineering research
- Engineering project management
- Engineering problem solving in various disciplines
- Engineering development and design skills
- Recommend improvements to an existing product, system, process, or environment

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Notebook, Sci/Eng calculator, access to 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

Student Learning Outcomes:

- Apply the correct methodology for successful engineering research.
- Analyze engineering projects for possible solutions.
- Design solutions for engineering related problems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EGR 269 - Engineering Disciplines and Skills

Class: 1 Lab: 3 Credits: 2

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.

Prerequisites: Take MAT 110.

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](#).

Required Materials:

Engineering calculator
(No, you may not use your cell phone as a calculator on tests and exams)
Engineering paper (graph paper).

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

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

Student Learning Outcomes:

Show knowledge of the steps to successful problem solving.
Solve engineering problems using practical knowledge of mathematics, science, engineering and technology.
Use programming software to code solutions for engineering technology problems
Use Excel to analyze experimental data.
Choose a reasonable solution to engineering problems based on given criteria.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct

- Add/Drop period
- Appeals Process
- Class Attendance
- Classroom Behavior (traditional and online)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EGR 270 - Introduction to Engineering

Class: 3 Lab: Credits: 3

(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.

Prerequisites: Take MAT 110.

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](#).

Required Materials:

- Engineering calculator (No, you may not use your cell phone as a calculator on tests and exams)
- Engineering paper (graph paper).
- Computer with MATLAB software. These are provided for students in the lab during lab times and are available for use a

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Show knowledge of the steps to successful problem solving.
- Solve engineering problems using practical knowledge of mathematics, science, engineering and technology.
- Recognize how experimental results relate or differ from theory.
- Choose the appropriate solution to engineering problems based on given criteria.
- Use programming software to code solutions for engineering technology problems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
- Add/Drop period
- Appeals Process

- Class Attendance
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**Official Course Syllabus
2020-2021**

EGR 275 - Introduction to Engineering/Computer Graphics

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of basic graphical concepts needed for engineering applications.

Prerequisites: Take MAT 102 with a minimum grade of "C".

Course Topics:

Solid modeling to transform ideas into parts, models and engineering drawings.
3-D visualization skills in standard engineering graphical presentations.
Proper dimensions and tolerances of engineering drawings.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Notebook, Sci/Eng calculator, access to 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

Student Learning Outcomes:

Recognize and apply the 3D CAD Software's interface and basic commands.
Create three-dimensional solid model part drawings using CAD software.
Construct multi-part assemblies within the software by combining individual components.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EGT 102 - Technical Drawing

Class: 2 Lab: Credits: 2

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.

Prerequisites: Take MAT 032, RDG 032, and ENG 032 with a minimum grade of "C".

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](#).

Required Materials:

- 1 Portable Storage mediums (USB drives)
- ½ " or 1" 3 Ring Binder - Pencil #2 - ruler
- Paper and Pen for Notes

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

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

Student Learning Outcomes:

- Demonstrate a working knowledge of Orthographic Projection using CAD software.
- Create an Isometric Projection using CAD software.
- Establish an appropriate computer aided drafting environment in both metric and imperial scale.
- Create various types of Sectional Views in a CAD environment.
- Dimension an Orthographic Projection using proper dimensioning techniques.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

EGT 104 - Print Reading

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

- Identify and explain the use of various lines on industrial blueprints.
- Interpret one-, two-, and three-view orthographic drawings drawn in third angle projection.
- Interpret and explain various dimensions, tolerances, screw threads, and notes used on industrial drawings.
- Solve problems by interpretation and making calculations on industrial blueprints.
- Interpret various types of sectional views utilized on industrial blueprints.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

EGT 108 - Advanced Print Reading & Sketching

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

Calculate metric conversion exercises in linear measurement.
Recognize and interpret ISO tolerances utilized on metric blueprints.
Interpret orthographic drawings drawn in first and third angle projection.
Interpret Geometric Dimensioning and Tolerancing (GD&T) symbols and Characteristics on industrial blueprints.
Interpret notes and revisions on industrial blueprints.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

EGT 123 - Industrial Print Reading

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

Identify views, dimensions, tolerances and translate title block information.

Compute lengths, widths, heights, differences, products and sums using standard and metric dimensions.

Read and interpret one-, two-, and three-view drawings.

Identify the different types of lines used on mechanical drawings.

Identify and dimension on the following scales: 8ths, 16ths, 32nds, 64ths, 10ths, and 100ths.

Detail the arrangement of three-view drawings.

Place required dimensions correctly on a three-view drawing, and observe correct methods of tolerances and specifying threads.

Sketch three-view drawings using horizontal, vertical, and slant lines, including irregular shapes and curves.

Identify orthographic views and prepare sketches which properly agree and evaluate the uses of the American National Standard Geometric characteristics symbols for engineering drawing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

EGT 151 - Introduction to CAD

Class: 3 Lab: Credits: 3

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

Prerequisites: Take MAT 101.

Corequisites: Take MAT 102.

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](#).

Required Materials:

- 2 Portable Storage mediums (USB drives)
- ½ " or 1" 3 Ring Binder
- Paper and Pen for Notes

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Choose the appropriate solution to engineering technology problems based on given criteria.
- Use computer aided design software to develop schematics for electronic systems.
- Demonstrate time management skills, adhering to all deadlines for assignments, tests and projects.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

EGT 152 - Fundamentals of CAD

Class: 3 **Lab:** **Credits:** 3

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.

Corequisites: Take EGT 108.

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](#).

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

Student Learning Outcomes:

- Identify the major components of a CAD system.
- Perform basic AutoCad functions in creating 2D drawings in CAD.
- Create working 2D drawings.
- Dimension a drawing using current drafting standards.
- Produce a drawing hard copy from AutoCAD.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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**Official Course Syllabus
2020-2021**

EGT 155 - Intermediate CAD

Class: 1 Lab: 3 Credits: 2

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.

Prerequisites: Take EGT 151.

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](#).

Required Materials:

- 1 Portable Storage mediums (USB drives)
- ½ " or 1" 3 Ring Binder - Pencil #2 - ruler
- Paper and Pen for Notes

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Create hard copies using paper space.
- Demonstrate a knowledge of Block with Attributes.
- Extract Attributes from a drawing.
- Export a drawing outside a CADD environment through the use of Power Point and PDF's
- Create a block and a wblock.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

EGT 245 - Principles of Parametric CAD

Class: 3 **Lab:** **Credits:** 3

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Prerequisites: Take EGT 151 or EGT 152 with a minimum grade of "C".

Course Topics:

- Solid Modeling
- Assembly Drawings
- Display Functions

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Demonstrate the fundamentals of three-dimensional solid part modeling by completing a 3D drawing using the SolidWorks software.

Recognize and apply the SolidWorks software's interface and basic commands.

Create three-dimensional solid model part drawings using SolidWorks software.

Create two-dimensional orthographic drawings from the 3D solid model.

Construct multi-part assemblies within the software by combining individual components.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
- Add/Drop period
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**Official Course Syllabus
2020-2021**

EMS 105 - Emergency Medical Care I

Class: 2 **Lab:** 6 **Credits:** 4

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.

Prerequisites: Take ENG 100, MAT 032, and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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.

Manage a patient's airway to ensure patency, adequate mechanical ventilation and respiration for patients of all ages.

Analyze scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management.

Apply fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

EMS 106 - Emergency Medical Care II

Class: 2 **Lab:** 6 **Credits:** 4

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.

Prerequisites: Take EMS 105 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Provide basic emergency care and transportation based on assessment findings for an acutely ill patient.

Apply knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs.

Integrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

Demonstrate acceptable entry-level ET clinical behaviors and judgment in the field when providing prehospital care during an emergency.

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.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

EMS 119 - Emergency Medical Services Operations

Class: 1 **Lab:** 3 **Credits:** 2

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.

Prerequisites: Take EMS 106 with a minimum grade of "C" or hold NR EMT Certification and SC EMT Certification.

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](#).

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

Student Learning Outcomes:

- Construct a working plan to establish and work within the incident management system.
- Use triage principles to categorize acutely traumatized patients with varying injuries and of varying acuity levels.
- Describe safe utilization of air medical resources.
- Discuss principles of safe vehicle extrication that includes the need for, and use of simple hand tools.
- Describe risks and responsibilities of operating in a cold zone at a hazardous material or other special incident.
- Describe risks and responsibilities of operating in an emergency or on the scene of a natural or man-made disaster.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



EMS 150 - Introduction to Advanced Care

Class: 2 **Lab:** 9 **Credits:** 5

This course covers advanced care preparatory material, trauma, advanced airway material, and shock management.

Prerequisites: Take BIO 112 with a minimum grade of "C" and take EMS 106 with a minimum grade of "C" or, possess NR EMT Certification and SC EMT Certification.

Corequisites: Take EMS 151.

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](#).

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

Student Learning Outcomes:

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.

Manage a patient airway to ensure patency, adequate mechanical ventilation, oxygenation, and respiration for patients of all ages.

Obtain a medical history and perform a comprehensive physical examination on any patient and communicate those findings to others.

Analyze scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management.

Apply advanced concepts of development and pathophysiology in the assessment and management of an emergency trauma patients of all ages.

For SCCOnline Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 151 - Paramedic Clinical I

Class: Lab: 6 Credits: 2

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.

Prerequisites: Take BIO 112 with a minimum grade of "C" and take EMS 106 with a minimum grade of "C or, possess NR EMT Certification and SC EMT Certification.

Corequisites: Take EMS 150

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](#).

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

Student Learning Outcomes:

- Integrate basic principles of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

- Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.

- Relate assessment findings to underlying pathological and physiological changes in the patient's condition.

- Report and document assessment findings and interventions.

- 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.

- Demonstrate safe and effective performance of airway management.

- Demonstrate safe and effective performance of venipuncture to include intravenous access, blood draws and fingersticks.

- Calculate proper medication dosages for patient administration in a clinical setting.

- Demonstrate safe and effective performance of intramuscular and subcutaneous injections.

- Provide basic and advanced emergency care as a team member in a controlled clinical environment with more experienced personnel in the lead role.

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.

For SCCOnline Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 230 - Advanced Emergency Medical Care I

Class: 2 Lab: 9 Credits: 5

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.

Prerequisites: Take EMS 150 and EMS 151 with a minimum grade of "C".

Corequisites: Take EMS 231 and EMS 232.

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](#).

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

Student Learning Outcomes:

Demonstrate safe medication administration by a variety of enteral and parenteral routes.

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.

Integrate concepts of assessment, pharmacology and electrocardiography to formulate a treatment and transport plan for a patient with a cardiovascular emergency.

Demonstrate integration of assessment, pharmacology and electrocardiography by leading a resuscitation team in the management of a cardiac arrest.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 231 - Paramedic Clinical II

Class: Lab: 6 Credits: 2

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.

Prerequisites: Take EMS 150 and EMS 151 with a minimum grade of "C".

Corequisites: Take EMS 230 and EMS 232.

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](#).

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

Student Learning Outcomes:

Integrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.

Relate assessment findings to underlying pathological and physiological changes in the patient's condition.

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.

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.

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.

Report and document assessment findings and interventions.

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.

Assemble and report data to be used for epidemiological and research purposes.

For SCCOnline Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 232 - Paramedic Internship I

Class: Lab: 6 **Credits:** 2

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.

Prerequisites: Take EMS 150 and EMS 151 with a minimum grade of "C".

Corequisites: Take EMS 230 and EMS 231.

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](#).

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

Student Learning Outcomes:

Apply principles of safety to ensure the safety of the rescuer and others to during an emergency.

Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.

Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology.

Relate assessment findings to underlying pathological and physiological changes in the patient's condition.

Integrate patient assessments to formulate a treatment and disposition plan for patients with a variety of medical and traumatic complaints of varying acuity levels.

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.

Evaluate the effectiveness of interventions and modifies treatment plan accordingly.

Integrate and synthesize the multiple determinants of health and clinical care.

Perform health screenings and referrals.

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.

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.

Report and document assessment findings and interventions.

Assemble and report data to be used for epidemiological and research purposes.

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.

Integrate comprehensive knowledge to function as the team leader of a routine, single patient advanced life support emergency call.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 240 - Advanced Emergency Medical Care II

Class: 2 **Lab:** 9 **Credits:** 5

This course is a study of complex recurring emergency medical conditions that encompass all stages of the patient's life span.

Prerequisites: Take EMS 230, EMS 231 and EMS 232 with a minimum grade of "C".

Corequisites: Take EMS 241.

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](#).

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

Student Learning Outcomes:

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.

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.

Integrate principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

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.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 241 - Paramedic Clinical III

Class: Lab: 6 Credits: 2

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.

Prerequisites: Take EMS 230, EMS 231 and EMS 232 with a minimum grade of "C".

Corequisites: Take EMS 240.

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](#).

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

Student Learning Outcomes:

Integrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.

Relate assessment findings to underlying pathological and physiological changes in the patient's condition.

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.

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.

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.

Report and document assessment findings and interventions.

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.

Assemble and report data to be used for epidemiological and research purposes.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 242 - Paramedic Internship II

Class: Lab: 6 **Credits:** 2

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.

Prerequisites: Take EMS 230, EMS 231 and EMS 232 with a minimum grade of "C".

Corequisites: Take EMS 240 and EMS 241 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Apply principles of safety to ensure the safety of the rescuer and others during an emergency.
- Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
- Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology.
- Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
- Integrate patient assessments to formulate a treatment and disposition plan for patients with a variety of medical and traumatic complaints in varying acuity levels.

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.

Evaluate the effectiveness of interventions and modify treatment plan accordingly.

Integrate and synthesize the multiple determinants of health and clinical care.

Perform health screenings and referrals.

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.

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.

Report and document assessment findings and interventions.

Assemble and report data to be used for epidemiological and research purposes.

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.

Integrate comprehensive knowledge to function as the team leader of a routine, single patient advanced life support emergency call.

For SCC Online Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 270 - NREMT Review

Class: 2 Lab: 6 Credits: 4

This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations..

Prerequisites: Take EMS 240, EMS 241 and EMS 242 with a minimum grade of "C".

Corequisites: Take EMS 272.

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](#).

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

Student Learning Outcomes:

Demonstrate cognitive knowledge consistent with that of an entry-level paramedic.

Demonstrate effective performance of all psychomotor skills within the National EMS Scope of Practice Model and state Scope of Practice at the paramedic level.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EMS 272 - Paramedic Capstone

Class: Lab: 12 Credits: 4

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.

Prerequisites: Take EMS 240, EMS 241 and EMS 242 with a minimum grade of "C".

Corequisites: Take EMS 270.

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](#).

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

Student Learning Outcomes:

- Apply principles of safety to ensure the safety of the rescuer and others during an emergency.
- Demonstrate completion of a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
- Formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology.
- Relate assessment findings to underlying pathological and physiological changes in the patient's condition.
- Integrate patient assessments to formulate a treatment and disposition plan for patients with a variety of medical and traumatic complaints of varying acuity levels.
- 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.
- Evaluate the effectiveness of interventions and modify treatment plan accordingly.
- Integrate and synthesize the multiple determinants of health and clinical care.
- 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.

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.

Perform health screenings and referrals.

Report and document assessment findings and interventions.

Assemble and report data to be used for epidemiological and research purposes.

Apply comprehensive knowledge to provide basic and advanced emergency care as an EMS team member on an emergency call.

Integrate comprehensive knowledge to function as the team leader of a routine, single patient advanced life support emergency call.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 031 - Developmental English Basics

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

- Compose an email appropriate for an academic or business setting, applying the writing process.
- Develop a business writing style, using appropriate language and style.
- Apply basic grammar rules and mechanics while creating simple, compound, and complex sentences in writing.
- Identify the major parts of a sentence to include subjects, verbs, and prepositional phrases.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ENG 032 - Developmental English

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 031 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Use the writing process when composing a short composition appropriate for academic setting.
- Write a composition with a clear main idea and supporting details.
- Integrate unity and coherence in a composition.
- Create sentence variety by combining simple sentences.
- Assemble a portfolio of previously written paragraphs applying editing skills.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ENG 100 - Introduction to Composition

Class: 3 **Lab:** **Credits:** 3

This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit

Prerequisites: Take ENG 032.

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](#).

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

Student Learning Outcomes:

- Identify, label, and correct errors in basic sentence structure errors.
- Assess a paragraph for correct grammar.
- Recognize and identify the parts of a correctly structured traditional college essay.
- Compose a five paragraph essay, using MLA format.
- Outline a reading selection and compose a summary, using MLA format and documentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ENG 101 - English Composition I

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 100 or ENG 165 and RDG 100 with a minimum grade C.

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](#).

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

Student Learning Outcomes:

- Analyze content and rhetorical structure in essays and other writings and/or multimedia.
- Support a thesis for an academic essay with well-organized, relevant evidence.
- Synthesize researched materials in a coherent, original essay focused on a clear thesis.
- Document source materials using Modern Language Association (MLA) guidelines.
- Compose essays with minimal grammatical, mechanical, including spelling, and punctuation errors.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 102 - English Composition II

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Define and apply the literary elements of short fiction, poetry, and drama.
- Analyze works of literature and present those analyses.
- Defend a thesis with relevant evidence from the primary source.
- Evaluate secondary source material.
- Write a literary research paper in MLA format.
- Compose writings with a minimum of grammatical, mechanical, including spelling, and punctuation errors.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ENG 165 - Professional Communications

Class: 3 **Lab:** **Credits:** 3

This course develops practical written, and oral professional communication skills.

Prerequisites: Take ENG 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

- Consider audience and purpose in professional communication.
- Develop ideas in appropriate business and technical writing formats.
- Create a technical description of a mechanism.
- Plan and present professional oral presentations.
- Communicate instructions in oral and written formats.
- Produce documents with standard grammar, usage, and mechanics, including spelling.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 201 - American Literature I

Class: 3 **Lab:** **Credits:** 3

This course is a study of American literature from the colonial period to the civil war.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify writers and works of the period.
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 202 - American Literature II

Class: 3 **Lab:** **Credits:** 3

This course is a study of American literature from the civil war to the present.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify writers and works of the period
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 205 - English Literature I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify writers and works of the period.
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 206 - English Literature II

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify writers and works of the period.
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 208 - World Literature I

Class: 3 **Lab:** **Credits:** 3

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify writers and works of the period.
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 209 - World Literature II

Class: 3 **Lab:** **Credits:** 3

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify writers and works of the period.
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



ENG 228 - Studies in Film Genre

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

- Employ the basic technical and critical vocabulary of film.
- Relate techniques associated with film genres and genre studies.
- Evaluate a film based on the technical elements associated with a genre.
- Evaluate a film based on the narrative techniques associated with a genre.
- Develop MLA research skills in the study of film and film genres.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 235 - Southern Literature

Class: 3 **Lab:** **Credits:** 3

This course is a study of the south's intellectual and literary contributions to national and world literature.

Prerequisites: Take ENG 102.

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](#).

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

Student Learning Outcomes:

Identify writers and works of the American South.
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 236 - African American Lit

Class: 3 **Lab:** **Credits:** 3

This course is a critical study of African American literature examined from historical, social, and psychological perspectives.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify writers and works of the period.
Relate the social, historical, and cultural influences in literature in oral and/or written analyses.
Analyze or explicate works using formalist criticism.
Defend original theses with relevant evidence from primary sources.
Synthesize several critical analyses/secondary sources into an essay that conforms to MLA guidelines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 238 - Creative Writing

Class: 3 **Lab:** **Credits:** 3

This course presents an introduction to creative writing in various genres.

Prerequisites: Take ENG 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Define and explain the elements of a particular genre of creative writing.
Apply the elements of the particular genre to produce original works.
Analyze examples of works in that genre and present those analyses.
Evaluate classmates' writing and one's own work in a workshop setting.
Revise and improve one's original work based upon workshop feedback.
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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 260 - Advanced Technical Communications

Class: 3 **Lab:** **Credits:** 3

This course develops skills in research techniques and increases proficiency in technical communications.

Prerequisites: Take ENG 101.

Course Topics:

- Technical documentation
- Research
- Collaboration
- Oral presentation

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Compose technical documents that are appropriate for the audience
- Format technical documents.
- Incorporate graphic elements that enhance and support the content of technical documents.
- Research to compose a complex technical document.
- Collaborate to produce a technical document.
- Deliver oral reports on technical topics.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ENG 265 - Advanced Professional Communications

Class: 3 **Lab:** **Credits:** 3

This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.

Prerequisites: Take ENG 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Consider audience and purpose in professional communication.
- Develop ideas in appropriate business and technical writing formats.
- Create a technical description of a mechanism.
- Plan and present professional oral presentations.
- Communicate instructions in oral and written formats.
- Produce documents with standard grammar, usage, and mechanics, including spelling.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

EVT 201 - Environmental Science

Class: 3 Lab: Credits: 3

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

Prerequisites: Take ENG 100, MAT 102 and RDG 100 with a minimum grade of "C" required.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
- Add/Drop period
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**Official Course Syllabus
2020-2021**

EVT 261 - Special Topics in Environmental Science

Class: Lab: 3 **Credits:** 1

This course is designed to provide current topics to keep students abreast of state-of-the-art concepts and applications in the EVT field. Students may wish to take this course offered in a lab format along with EVT 201 Environmental Science to transfer both courses as a four-credit lab science course. This course may be taken as a stand alone course for students who may need a one-credit course to complete requirements for graduation.

Prerequisites: Take ENG 100, RDG 100, MAT 102 with a minimum grade of C.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Grading System:

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

FRE 101 - Elementary French I

Class: 4 Lab: Credits: 4

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

Prerequisites: Take ENG 100 and RDG 032.

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](#).

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

Student Learning Outcomes:

Demonstrate listening comprehension of spoken French.
Develop conversational skills in speaking French.
Demonstrate reading comprehension of written French.
Demonstrate writing comprehension in French.
Demonstrate knowledge of the culture, history, and daily lives of the French.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

FRE 102 - Elementary French II

Class: 4 Lab: Credits: 4

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](#).

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

Student Learning Outcomes:

Demonstrate listening comprehension of spoken French.
Develop conversational skills in speaking French.
Demonstrate reading comprehension of written French.
Demonstrate writing comprehension in French.
Demonstrate knowledge of the culture, history, and daily lives of the French.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

GEO 101 - Introduction to Geography

Class: 3 **Lab:** **Credits:** 3

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisites: Take ENG 032 and RDG 032.

Course Topics:

- Maps
- Landforms
- Weather and climate
- Natural Resources
- Population Geography
- Cultural Geography
- Political Geography
- Economic Geography

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Identify various countries on a map.
- Discuss the methods of geographic inquiry and the tools of geography.
- Describe cause and effect relationships in physical geography.
- Name and discuss the components of human geography.
- Demonstrate understanding of the basic concepts of economic geography.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

GEO 102 - World Geography

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

Discuss the physical, human, and economic geography of North America.

Explain the physical, human, and economic geography of Europe and Russia.

Examine the physical, human and economic geography of Mexico, Central America, and South America.

Describe the physical, human, and economic geography of the Middle East and Sub Saharan Africa.

Demonstrate an understanding of the physical, human, and economic geography of South Asia, China, Korea, and Japan.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
- Add/Drop period
- Appeals Process
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- Withdrawal Policy



GER 101 - Elementary German I

Class: 4 Lab: Credits: 4

This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.

Prerequisites: Take ENG 100 and RDG 032.

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](#).

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

Student Learning Outcomes:

Demonstrate listening comprehension of spoken German.
Develop conversational skills in speaking German.
Demonstrate reading comprehension of written German.
Demonstrate writing comprehension in German.
Demonstrate knowledge of the culture, history, and daily lives of the German people.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

GER 102 - Elementary German II

Class: 4 **Lab:** **Credits:** 4

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](#).

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

Student Learning Outcomes:

Demonstrate listening comprehension of spoken German.
Develop conversational skills in speaking German.
Demonstrate reading comprehension of written German.
Demonstrate writing comprehension in German.
Demonstrate knowledge of the culture, history, and daily lives of the German people.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
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**Official Course Syllabus
2020-2021**

HIM 105 - Medical Office Communication and Practices

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take AOT 105, AOT 141, and AHS 102 with a minimum grade of "C".

Corequisites: Take AOT 164.

Course Topics:

- Medical office tasks
- Telecommunication skills
- Appointment scheduling
- Keyboarding

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Conduct customer service in a medical setting using telecommunication skills.
- Prepare and analyze medical written communications.
- Differentiate between valid and non-valid patient documentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HIM 130 - Billing and Reimbursement

Class: 3 Lab: Credits: 3

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

Prerequisites: Take AOT 141 or MGT 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Complete a HCFA 1500 Form.
- Differentiate between Managed Care, Medicare, Medicaid, Blue Cross and Tricare.
- Write an appeal letter to an insurance company.
- Differentiate between the different reimbursement methodologies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HIM 135 - Medical Pathology

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take AHS 102 and AHS 104 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the core concepts associated with human diseases.
- Utilize medical terminology as it relates to understanding human diseases.
- Discuss the basic anatomy and physiology of the body.
- Discuss the etiology of various diseases and conditions and important signs and symptoms of the diseases.
- Identify common diagnostics, typical course and management of diseases, and preventive measures.
- Discuss the effects of aging on the various body systems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HIM 150 - Coding Practicum I

Class: 3 **Lab:** **Credits:** 3

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.

Corequisites: Take HIM 250 .

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](#).

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

Student Learning Outcomes:

- Explain how a medical office functions.
- Demonstrate the daily work of certified coders and/or charge entry staff.
- Competently code operative notes.
- Employ real world coding scenarios.
- Rectify errors in coding issues and work denials.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

HIM 216 - Coding and Classification I

Class: 3 **Lab:** **Credits:** 3

This course includes a study of disease and procedural coding and classification systems.

Prerequisites: Take AOT 141 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Utilize CPT codes to code a wide variety of patient services.
- Differentiate between Evaluation and Management services.
- List the major features of Level II National Codes.
- Apply coding and conventions when assigning diagnoses codes.
- Identify coding guidelines for anesthesia and surgery.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Policies](#) on the following topics:

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HIM 225 - Coding and Classification II

Class: 3 **Lab:** **Credits:** 3

This course provides a study of advanced coding and classification systems.

Prerequisites: Take HIM 216 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Explain documentation, compliance, and reimbursement.
- Assign modifiers in surgery.
- Demonstrate the proper procedure for coding operative notes.
- Proficiently code for radiology, laboratory, pathology, and medications.
- Prepare for the CPC exam through the AAPC.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

HIM 250 - Coding and Classification III

Class: 3 Lab: Credits: 3

This course is study of ICD-10-CM, ICD-10-PCS and the coding guidelines and procedures associated with this classification system.

Prerequisites: Take HIM 225 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the purpose of ICD-10.
- Differentiate between ICD-9 and ICD-10 codes.
- Demonstrate the ICD-10 guidelines.
- Appropriately apply the correct diagnosis codes to claims and in the correct order.
- Prepare for the AAPC ICD-10 Proficiency Assessment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

HIM 266 - Computers in Health Care

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take HIM 130 with a minimum Grade of C.

Course Topics:

Types of health insurance
Insurance forms
Medical insurance software

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Interpret medical insurance policies and procedures.
Differentiate between insurance types.
Complete insurance claim forms manually.
Use medical insurance software to complete insurance claims electronically.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HIS 101 - Western Civilization to 1689

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Define the origins of civilization and contrast its development in the Ancient Near East and Greece.

Describe the spread of Hellenic culture & its utilization by Rome to a world state.

Explain the remaking of Europe in the face of Roman collapse.

Contrast the vitality of the High Middle Age with the crisis and dissolution of the Late Middle Ages and revival during the Renaissance.

Describe Europe's evolution into a modern state.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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- Add/Drop period
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

HIS 102 - Western Civilization Post 1689

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Describe the effects of the Enlightenment on eighteenth century Europe.
Assess the progress of western civilization during the Age of Revolution, 1789-1848.
Contrast developments leading to western progress and those leading to breakdown in the Age of Contradiction, 1848-1914.
Describe the impact of World War I on western society and culture.
Identify the primary characteristics of western passage into the contemporary world.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

HIS 104 - World History I

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take RDG 100 and ENG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Examine the origins of ancient societies in Mesopotamia, Africa, India and China, 4000-500 B.C.E.
Chart the formation of the Classical Societies, 500 B.C.E. -500 C.E.
Compare and contrast world societies during the postclassical era, 500-1000 C.E.
Identify and describe world contacts and conflicts, 1000-1500 C.E.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement

- Proctored Exams

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

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HIS 105 - World History II

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take RDG 100 and ENG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Examine the rise of global contact and conflict, 1500-1800.
Explain how revolutions reshaped the early modern world, 1750-1870.
Assess the impact of Industry and Empire in the making of the modern world, 1780-1900.
Identify and describe world contacts and conflicts, 1900-1937.
Describe the perils and promises of a global system in the modern era.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HIS 115 - African-American History

Class: 3 **Lab:** **Credits:** 3

This course is a study of the history of African Americans, including African heritage, American history, and significant contributions by individuals or groups.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Examine the African way of life, the slave trade and New World (colonial) servitude.
Describe the position of blacks in the new republic, 1790-1861.
Examine black involvement during the Civil War and Reconstruction eras.
Assess the impact of America's color line in the early twentieth century.
Examine the status of African Americans from World War II to present.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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HIS 201 - American History: Discovery to 1877

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify the origins of the American colonies, distinguishing colonial ways of life.
Contrast the Imperial from the colonial perspective of the American Rebellion.
Describe America's transition from Confederation to Constitution and from the politics of Federalism to Democratic-Republicanism.
Describe the Age of Jackson.
Explain America's descent into Civil War and distinguish between the Reconstruction policies of President and Congress.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HIS 202 - American History: 1877 to Present

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Describe the emergence of modern America.
Contrast progressivism at home with empire and war abroad.
Describe America's return to normalcy.
Explain America's rise to superpower status.
Associate rebellion and reaction at home with internationalism and war abroad.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Policies](#) on the following topics:

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**Official Course Syllabus
2020-2021**

HOS 245 - Hospitality Marketing

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.

Prerequisites: Take CUL 104 and CUL 235 with a minimum grade of "C".

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HOS 255 - Food Service Management

Class: 3 Lab: Credits: 3

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:

- Process of management through effective communication skills.
- Leadership styles
- The supervisor's role in decision-making, problem solving and delegations of duties.
- Job descriptions and specifications.
- Mock interviews, resume preparation, job applications and cover letters.
- Procedures of new employee orientation.
- Training methods.
- Types and methods of employee evaluation.
- Necessity of change and ways of implementing change with the least employee resistance.
- Conflict resolution and grievance procedures (union/non-union).
- Disciplinary problems and the supervisor's role in handling them.
- Terminating employees.
- Motivational techniques/problems.
- Procedures for attitudinal changes.
- Dealing with stress in the workplace.
- Legal issues related to managerial decisions (sexual harassment, discrimination, violence/anger and unemployment compensation).
- Time management and other organizational management techniques.
- The needs, wants and desires of the internal and external customer.
- Labor costs and percentages.
- Profit and loss statements and determining profitability

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Describe the four tasks in the position analysis process.
- Explain the uses of job descriptions and how they should be developed.
- Explain procedures for planning and delivering training programs.
- Describe a nine-step process for scheduling employees.
- Describe basic professional development strategies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HOS 256 - Hospitality Management Concepts

Class: 3 Lab: Credits: 3

This course is a study of the theory and principles of management as applied to the hospitality industry.

Course Topics:

- Process of management through effective communication skills.
- Leadership styles
- The supervisor's role in decision-making, problem solving and delegations of duties.
- Job descriptions and specifications.
- Mock interviews, resume preparation, job applications and cover letters.
- Procedures of new employee orientation.
- Training methods.
- Types and methods of employee evaluation.
- Necessity of change and ways of implementing change with the least employee resistance.
- Conflict resolution and grievance procedures (union/non-union).
- Disciplinary problems and the supervisor's role in handling them.
- Terminating employees.
- Motivational techniques/problems.
- Procedures for attitudinal changes.
- Dealing with stress in the workplace.
- Legal issues related to managerial decisions (sexual harassment, discrimination, violence/anger and unemployment compensation).
- Time management and other organizational management techniques.
- The needs, wants and desires of the internal and external customer.
- Labor costs and percentages.
- Profit and loss statements and determining profitability

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Describe the four tasks in the position analysis process.
- Explain the manager role in recruiting, selecting and retaining employees.
- Develop an orientation and training program to also include continued employee professional development activities.
- Describe the role of the manager with employees in the day to day activities of the food industry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

HRT 104 - Landscape Design & Implementation

Class: 2 Lab: 3 Credits: 3

This course is a study of landscape design and drafting as well as landscape installation techniques.

Prerequisites: Take RDG 032 with a minimum grade of "C".

Course Topics:

Evaluation and use of proper landscape design principles will be presented.
Creating landscape designs that include all supporting documents such as site analysis, plant list, etc

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Design a landscape plan based on a client's personal needs and property space utilization.
Apply the design qualities of plants and the principles of landscape design.
Create landscape design plans with quality graphics, lettering, and correct plan organization.
Present landscape plans in a professional manor to a client using design objectives to identify and solve problems.
Calculate proper scale and design conversions using an engineer's scale.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

HRT 105 - Landscape Plant Materials

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take RDG 032.

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](#).

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

Student Learning Outcomes:

Identify most commonly used woody ornamentals.

Recall scientific names when needed to identify plant material.

Summarize particular characteristics of plants that are important to their use in landscaping.

Recognize cultural problems associated with plants used in landscaping.

Prepare a presentation that communicates the attributes of plants.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

HRT 108 - Annuals and Perennials

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

Recommend the general techniques in the design, planting, maintenance and herbaceous planting combinations for our southeastern landscapes.

Select annuals, herbs, hardy and summer bulbs appropriate for seasonal color in our landscapes.

Select herbaceous perennials, ornamental grasses, and succulent plants for landscape gardening.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Services for Students with Disabilities
- Withdrawal Policy



HRT 110 - Plant Form & Function

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Summarize plant taxonomic relationships.

Identify key features in plant morphology.

Explain processes of plant metabolism.

Consider the influence of genetics on plant cultivation.

Research and explain the theory of evolution.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

HRT 113 - Plant Materials

Class: 3 **Lab:** **Credits:** 3

This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

Prerequisites: Take RDG 032.

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](#).

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

Student Learning Outcomes:

Identify most commonly used woody ornamentals.
Recall scientific names when needed to identify plant material.
Summarize particular characteristics of plants that are important to their use in landscaping.
Recognize cultural problems associated with plants used in landscaping.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



HRT 121 - Commercial Irrigation

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

Course Topics:

Irrigation components, system configuration and trouble-shooting is discussed
Irrigation design, bidding and customer relations are taught

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Choose the component parts of a sprinkler irrigation system and low volume irrigation system.
Design a sprinkler irrigation system for a residential, commercial or nursery site.
Prepare a sprinkler irrigation system bid and presentation for a residential or commercial site.
Explain and calculate an irrigation hydraulic process.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality

- Services for Students with Disabilities
- Withdrawal Policy



HRT 125 - Soils

Class: 3 Lab: 3 Credits: 4

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Formulate a soil's plant growth capabilities by evaluating its physical properties.

Recommend appropriate soil management techniques based on knowledge of its chemical properties.

Develop knowledge of soil water, soil organic matter, and soil microorganisms related to plant growth.

Write a researched based report on the applications of biostimulants.

Determine fertilizer applications to horticulture plants.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HRT 130 - Greenhouse Production

Class: 2 Lab: 3 Credits: 3

This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilizing, pest control, climate control and calculation of production cost.

Prerequisites: Take RDG 032 with a minimum grade of "C".

Course Topics:

Basic greenhouse structures, components and technology is covered.
Commercial production of annuals, hanging baskets, pot crops, etc...are discussed.
Commercial greenhouse business management is examined.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Design a greenhouse, using proper structural components, environmental control equipment, benching systems, and mechanized equipment to successfully start and grow plants.

Demonstrate how to successfully grow multiple varieties of bedding and potted plants to a sellable size.

Demonstrate the skills needed to manage a greenhouse business, including cost accounting, production schedule, and labor management.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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**Official Course Syllabus
2020-2021**

HRT 132 - Nursery Operations

Class: 2 Lab: 3 Credits: 3

This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management principles, and chemical safety are covered.

Prerequisites: Take RDG 032 with a minimum grade of "C".

Course Topics:

Generalization of facility set up, production specifics and industry preferences are discussed. Container production, Balled & Burlap production and Pot in Pot production are covered.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Evaluate sites, physical structures, equipment and supplies to successfully establish various nursery operations.

Assess cultural requirements to successfully produce crops in a nursery operation.

Explain the recommended business aspects in the nursery industry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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- Withdrawal Policy



HRT 139 - Plant Propagation

Class: 2 Lab: 3 Credits: 3

This course is a study of the fundamental principles and techniques involved in plant propagation.

Prerequisites: Take RDG 032.

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](#).

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

Student Learning Outcomes:

Select the structures, equipment, and supplies to successfully propagate plants.

Illustrate seed propagation techniques on various crops in a nursery environment.

Illustrate asexual propagation techniques on various crops in a nursery environment.

Communicate and collaborate professionally in a team setting.

Demonstrate the grafting of woody ornamental plants.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

HRT 141 - Horticulture Pest Control

Class: 3 **Lab:** 3 **Credits:** 4

This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify and describe insect pests of horticultural plants.
Identify and describe weed pests of horticultural plants
Demonstrate pesticide calibration techniques and calculation methods.
Identify and control disease problems of horticultural plants.
Formulate the use of pesticides safely, protecting workers and the environment.
Compile a sample pest identification display.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HRT 144 - Plant Pests

Class: 3 Lab: Credits: 3

This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on identification, prevention, and control.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify and describe insect pests of horticultural plants.
Identify and describe weed pests of horticultural plants.
Demonstrate pesticide calibration techniques and calculation methods.
Identify and control disease problems of horticultural plants.
Formulate the use of pesticides safely, protecting workers and the environment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

HRT 153 - Landscape Construction

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Summarize the various steps prior to beginning the landscape construction process.

Interpret landscape construction documents.

Analyze site preparation techniques in regards to grading, drainage, erosion practices, safety practices and care for site utilities.

Describe the techniques and materials necessary to construct circulation, grade retention, enclosure, and outdoor living structures.

Discuss the basic principles of landscape management and maintenance.

Asses the processes of estimating and bidding the cost of landscape construction projects.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HRT 169 - Sustainability in Horticulture

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify and recommend a variety of plant materials based on physical characteristics and anatomy.

Describe how to construct a landscape design that is more sustainable and efficient.

Recommend proper establishment procedures for urban trees.

Summarize the BMP techniques used to establish and maintain multiple turfgrass species.

Formulate proper business practices to sustain a healthy business.

Demonstrate knowledge of sustainable pest management techniques.

Identify ways in which environmental restoration and preservation can sustain environmental niches.

Differentiate the principles of organic gardening.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HRT 200 - Horticulture Business Management

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Exhibit professional interpersonal and customer relations.
- Discover horticulture business management practices that are required by law and important for a successful operation.
- Develop a marketing strategy/plan.
- Create a professional resume.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Policies](#) on the following topics:

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**Official Course Syllabus
2020-2021**

HRT 223 - Irrigation

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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

Student Learning Outcomes:

Choose the component parts of a sprinkler irrigation system.
Design a sprinkler irrigation system for a residential or commercial site.
Plan a sprinkler irrigation system for landscapes and nurseries.
Choose the component parts of a low volume irrigation system.
Communicate professionally when working with customers.
Generalize common irrigation system trouble shooting techniques and procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HRT 230 - Greenhouse Technology

Class: 3 **Lab:** 3 **Credits:** 4

This course is the study of commercial greenhouse production techniques and facility management.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Design a greenhouse, using proper structural components, environmental control equipment, benching systems, and mechanized equipment to successfully start and grow plants.

Demonstrate how to successfully grow multiple varieties of bedding and potted plants to a sellable size.

Demonstrate the skills needed to manage a greenhouse business, including cost accounting, production schedule, and labor management.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

HRT 241 - Turf Management

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Choose warm-season and cool season turf grasses for landscape use in the southeast.
Explain the establishment of turf by seeding, sodding, plugging or sprigging.
Consider maintenance techniques for proper turf health.
Demonstrate ability to present, speak publicly and respond effectively to a turf topic.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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- Services for Students with Disabilities
- Withdrawal Policy



HRT 253 - Landscape Installation

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Analyze and demonstrate the landscape construction process.

Illustrate methods used to install hardscapes and low voltage lighting into a landscape project.

Examine site preparation techniques in regards to grading, drainage and erosion protection.

Formulate an estimate and or bid for a landscape construction project.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HRT 255 - Urban Tree Care

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify basic tree anatomy parts and their functions.
- Recommend proper establishment procedures for urban trees.
- Develop expertise in plant selection for the urban landscape.
- Describe preservation and management techniques for urban sites.
- Perform a presentation about tree evaluations with recommendations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

HRT 256 - Landscape Management

Class: 3 **Lab:** 3 **Credits:** 4

This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.

Prerequisites: Take RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Recognize key elements of landscape management.

Demonstrate proper landscape management techniques.

Prepare a landscape management proposal for a property.

Perform a professional presentation of a landscape bid proposal.

Demonstrate safety in all aspects of landscape management.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
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**Official Course Syllabus
2020-2021**

HRT 273 - SCWE in Horticulture Sciences

Class: Lab: 12 Credits: 3

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.

Prerequisites: Take HRT 125.

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](#).

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

Student Learning Outcomes:

Demonstrate horticulture competencies learned during the cooperative work experience.

Demonstrate professional horticulture skills such as time management.

Demonstrate behavior and communication practices that are necessary in a horticulture working environment.

Develop interpersonal skills that are used in group working environments.

Explain career goals from experience gained in this course.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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**Official Course Syllabus
2020-2021**

HRT 275 - Horticulture Capstone

Class: 1 **Lab:** 0 **Credits:** 1

This course is an assessment of student's horticulture knowledge and skills related to their career interest in the horticulture industry.

Prerequisites: Take RDG 032 with a minimum grade of "C". HRT 105, HRT 125.

Course Topics:

Various horticulture and agriculture topics will be discussed based on student's career interest.

Various academic and hands on horticulture and agriculture skills post-test will be used to evaluate student's knowledge and skills in relation to their career goals.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Demonstrate ability to properly identify plants and grasses used in the horticulture industry.

Demonstrate knowledge of the processes needed to start and/or manage a horticulture business.

Demonstrate oral and written communication skills used in the horticulture industry.

Demonstrate the knowledge and skills to operate and maintain equipment used in the horticulture industry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

HSS 101 - Introduction to Humanities

Class: 3 **Lab:** **Credits:** 3

This course includes an introduction to themes, critical approaches, and major contributors to the humanities.

Prerequisites: Take ENG 100 and RDG 100.

Course Topics:

Pictures
Sculpture
Architecture
Music
Theatre
Dance
Literature
Cinema

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Define and apply the terminology associated with major art forms.
Discuss the characteristics and significance of human creativity within the various artistic expressions.
Participate in the creative process through activities both on and off-campus.
Critique an artistic experience in the local community.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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HSS 205 - Technology and Society

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

Apply the basic terminology related to the study of technology through an understanding of the origins and evolution of civilization and culture.

Describe the evolution of technology and industry in the West through discussion of the scientific and industrial revolution in Europe.

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.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

HUC 110 - Health Unit Procedures I

Class: 3 **Lab:** 12 **Credits:** 7

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.

Corequisites: Take AHS 170

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](#).

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

Student Learning Outcomes:

- Identify hospital departments, personnel, and physicians according to their specialty and their duties on the nursing unit.

- Coordinate department and interdepartmental activities to include communication and interpersonal skills on the simulated nursing unit.

- Identify and coordinate the Health Unit Coordinator's responsibilities concerning the patient's chart to include all physician's orders.

- Describe the transcription procedure for each classification and category of physician's orders.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

HUC 120 - Health Unit Procedures II

Class: 2 Lab: 18 Credits: 8

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.

Prerequisites: Take HUC 110 with a minimum grade of "B" and take AHS 102 and AHS 170 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify the Health Unit Coordinator's responsibilities regarding admitting, discharging and transferring of patients.
Recognize basic human structure and function.
Describe the transcription procedure for each classification and category of physicians's orders.
Practice independently on the nursing unit as an entry level Health Unit Coordinator.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

HUS 101 - Introduction to Human Services

Class: 3 **Lab:** **Credits:** 3

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

Prerequisites: Take RDG 100 and ENG 100 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Explain the nature and skills of generalist human services practice.
- Describe the human services field, including its theoretical orientations, policies, ethics and scope of practice.
- Analyze the role of human services to people in a variety of practice settings (mentally ill, elderly, adolescents).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



IDS 101 - Human Thought & Learning

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

Discuss the physiological, psychological and social factors associated with the process of thinking.

Apply creative thinking, persuasive thinking, and organizing skills when using mass media in decision-making.

Apply logical thinking skills when discussing and analyzing fallacies and arguments (inductive and deductive).

Discuss the role of science in thinking and problem solving.

Apply problem solving, evaluating, and decision-making skills to the use of marketing and advertising in a consumer culture.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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**Official Course Syllabus
2020-2021**

IDS 207 - Cultural Exploration

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 101 with a minimum grade of "C".

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Grading System:

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

IMT 102 - Industrial Safety

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

- Define the following terms: accident, hazard, unsafe act and unsafe condition.
- Explain the information that can be found on a MSDS/SDS.
- Define the purpose, rights and objectives of the OSHA Act (29 CFR 1910).
- State the objectives and functions of OSHA regarding employees' and employer's rights and responsibilities of safety and health.
- Describe and demonstrate materials handling and industrial plant safety.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

IMT 103 - Precision Measuring Instruments

Class: 1 Lab: 3 Credits: 2

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](#).

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Identify the different types of micrometers use in industry.
- Identify the different types calipers used in industry.
- Identify and dimension on the following scales: 8ths, 16ths, 32nds, 64ths, 10ths, and 100ths.
- Identify the different types of weights and scales used in industry.
- Identify the different heat measuring devices used in industry.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

IMT 104 - Schematics

Class: 2 Lab: Credits: 2

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](#).

Required Materials:

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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Official Course Syllabus

2020-2021

IMT 108 - Introduction to Industrial Technology

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

- Describe the characteristics and applications of various types of manufacturing processes in the modern manufacturing plant.

- Identify and explain the representative types of materials used in manufacturing products that are produced in various manufacturing plants.

- Describe the characteristics and applications of various types of manufacturing support processes in a typical manufacturing plant.

- Identify the various elements of a Quality Assurance /Control program used in the process of manufacturing.

- Explain how advances in technology has impacted manufacturing since the Industrial Revolution.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

IMT 110 - Industrial Instrumentation

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

- Demonstrate the safe and correct use of a multi-meter.
- Demonstrate the safe and correct usage of an am-probe.
- Identify the correct safety Personal Protective Equipment for various jobs.
- Demonstrate the ability to read pressure gages.
- Demonstrate the correct usage of tachometers.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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



**Official Course Syllabus
2020-2021**

IMT 112 - Hand Tool Operations

Class: 1 Lab: 6 Credits: 3

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](#).

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

Student Learning Outcomes:

- Demonstrate the safe and correct use of a torque wrench.
- Demonstrate the safe and correct usage of a hacksaw.
- Identify the correct safety personal protective equipment for various jobs.
- Demonstrate the ability to perform layout work.
- Demonstrate the correct usage of a drill press and other power tools.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IMT 114 - Benchwork and Assembly

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

- Use industrial hand and power tools.
- Perform layout and benchwork.
- Use precision measuring equipment.
- Use drill, arbor, and hydraulic presses.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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



**Official Course Syllabus
2020-2021**

IMT 120 - Mechanical Installations

Class: 3 **Lab:** 6 **Credits:** 5

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](#).

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

Student Learning Outcomes:

- Perform a safe lift, using both power-operated and hand-operated equipment.
- Use cranes and hoists to relocate machinery.
- Use ladders and scaffolding safely.
- Inspect rigging and lifting equipment in order to recognize and use only safe and properly maintained equipment.
- Install machinery by applying the principles of setting, leveling, alignment, and anchoring.
- Troubleshoot machinery.
- Disassemble and reassemble machinery.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Online Confidentiality
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IMT 124 - Pumps

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

Troubleshoot positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.

Remove positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.

Repair (including identifying proper replacement parts) positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.

Install positive displacement pumps, non-positive displacement pumps, single and multistage turbines, reciprocating and centrifugal compressors, and shaft seals.

Perform basic shaft alignments for horizontally-mounted equipment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Lab Procedures (general SCC policy regarding this)
- Online Confidentiality
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- Withdrawal Policy



IMT 131 - Hydraulics & Pneumatics

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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

Student Learning Outcomes:

- Identify hydraulic and pneumatic operations, systems, and components.
- Identify the basic principles of hydraulic power.
- Assemble various working hydraulic circuits from schematic and pictorial drawings.
- Demonstrate the correct procedure in the breakdown, inspection and repair of hydraulic and pneumatic cylinders.
- Demonstrate the correct procedure in the breakdown, inspection, and repair of hydraulic and pneumatic valves.
- Disassemble, inspect, and test the operation of various pumps.
- Demonstrate safety and good work habits.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IMT 161 - Mechanical Power Applications

Class: 2 Lab: 6 Credits: 4

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](#).

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

Student Learning Outcomes:

- Perform correct coupling alignment procedures.
- Demonstrate the correct procedure in assembling and maintaining various power transmission drives.
- Demonstrate the proper application and installation of bearings.
- Demonstrate the proper application and installation of mechanical seals, gaskets and packing.
- Demonstrate the proper uses of lubricants.
- Demonstrate the correct procedure for aligning and maintaining V-belt and chain drives.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IMT 163 - Problem Solving for Mechanical Applications

Class: 3 **Lab:** **Credits:** 3

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures.

Prerequisites: Take IMT 131 and IMT 161.

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](#).

Required Materials:

- Notebook
- Calculator
- Safety glasses

Grading System:

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

Student Learning Outcomes:

- Calculate various mathematical problems.
- Define the fundamental units used to analyze mechanical problems and the basic derived units such as force and pressure.
- Develop and demonstrate critical thinking skills.
- Construct and use simple machines.
- Demonstrate the solution of simple linear and quadratic equations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

IMT 171 - Manufacturing Skills Standards Council Certificate I

Class: Lab: 3 Credits: 1

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](#).

Required Materials:

Notebook
Calculator
Safety glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

State the objectives and functions of OSHA regarding employees' and employer's rights and responsibilities of safety and health.

Describe and demonstrate materials handling and industrial plant safety.

Describe how to prevent and respond to medical and environmental emergencies.

Describe the impact of safety in the workplace.

Applies rules/principles to scenario situations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

IMT 172 - Manufacturing Skills Standards Council Certification II

Class: Lab: 3 Credits: 1

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](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



IMT 173 - Manufacturing Skills Standards Council Certification III

Class: Lab: 3 Credits: 1

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](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



IMT 174 - Manufacturing Skills Standards Council Certification IV

Class: Lab: 3 **Credits:** 1

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](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IST 166 - Network Fundamentals

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take RDG 032, ENG 032, MAT 032 with a minimum grade of "C".

Course Topics:

- Network Devices
- Network Addressing
- Network Services
- Wireless Technology
- Security
- Troubleshooting

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Determine appropriate networking components and security standards based upon given network requirements.

Assign an appropriate IP address, subnet mask and default gateway to a device based on IP addressing requirements

Build a secured home/small office network consisting of a router, a wired and a wireless client.

Apply basic security policies in multiple operating systems.

Identify common threats, attacks and vulnerabilities to networks, workstations and software.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IST 201 - Cisco Internetworking Concepts

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take IST 166 and CPT 209 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Describe the devices and services used to support communications in data networks and the Internet.

Describe the role of protocol layers in data networks.

Explain the importance of addressing and naming schemes at various layers of data networks in IPv4 and IPv6 environments.

Design, calculate, and apply subnet masks and addresses to fulfill given requirements in IPv4 and IPv6 networks.

Explain fundamental Ethernet concepts such as media, services, and operations.

Build a simple Ethernet network using routers and switches.

Use Cisco command-line interface (CLI) commands to perform basic router and switch configurations.

Utilize common network utilities to verify small network operations and analyze data traffic.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
- Academic Misconduct
- Add/Drop period
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IST 202 - Cisco Router Configuration

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take IST 201 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the purpose, nature, and operations of a router, routing tables, and the route lookup process.

- Configure and verify static routing and default routing.

- Describe dynamic routing protocols, distance vector routing protocols, and link-state routing protocols.

- Configure and troubleshoot basic operations of routers in a complex routed network for IPv4 and IPv6.

- Configure and troubleshoot advanced operations of routers, implementing RIPv2 and OSPF routing protocols for IPv4 and IPv6.

- Describe the purpose and types of access control lists (ACLs).

- Configure, monitor, and troubleshoot ACLs for IPv4 and IPv6.

- Manage Cisco IOS Software licensing and configuration files.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity

- Academic Misconduct
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- Appeals Process
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**Official Course Syllabus
2020-2021**

IST 203 - Advanced Cisco Router Configuration

Class: 3 **Lab:** **Credits:** 3

This course is a study of configuring Cisco routers.

Prerequisites: Take IST 202 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Configure and troubleshoot routers and switches.
- Configure and troubleshoot STP operations.
- Configure and troubleshoot VTP and RSTP.
- Configure and troubleshoot advanced operations of routers, implementing EIGRP routing protocols.
- Configure and troubleshoot Multi-area OSPF.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
- Academic Misconduct
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**Official Course Syllabus
2020-2021**

IST 204 - Cisco Troubleshooting

Class: 3 **Lab:** **Credits:** 3

This course is a study of troubleshooting network problems.

Prerequisites: Take IST 203 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the operations and benefits of virtual private networks (VPNs) and tunneling.
- Configure Frame Relay.
- Configure and troubleshoot IPSec tunneling operations.
- Describe different WAN technologies and their benefits.
- Configure and troubleshoot serial connections.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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**Official Course Syllabus
2020-2021**

IST 222 - Introduction to Webpage Production

Class: 3 **Lab:** **Credits:** 3

This course is designed to develop skills in using common office and web development software to produce webpage content.

Prerequisites: Take CPT 101 with a minimum grade of "C".

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](#).

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.o>)

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

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

- Explain the World Wide Web, the Internet, Web Standards, and Accessibility.
- Identify and use basic XHTML tags.
- Use Cascading Style Sheets (CSS) to format web pages.
- Organize and layout a web site.
- Use multimedia and interactivity on a web page.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IST 257 - LAN Network Server Technologies

Class: 3 **Lab:** **Credits:** 3

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, print services, remote access, fault tolerance, backup and recovery.

Prerequisites: Take IST 166 and CPT 209 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Compare server operating systems.
- Recognize what is involved in the preparation for and install of server operating systems.
- Demonstrate understanding of primary roles in Server 2012.
- Configure and manage data storage.
- Identify ways to monitor and analyze the server environment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

IST 261 - Advanced Network Administration

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take IST 204 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Design, plan and implement a network solution for solving a specific business problem.
- Demonstrate business and professional presentation skills.
- Summarize and record planned activities and document executed activities, problems encountered, and solutions.
- Work collaboratively in a team environment.
- Apply independent learning skills to new technologies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

IST 265 - Designing a Windows Directory Services Infrastructure

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of directory services infrastructure design, including design of a domain structure, free and forest structures, organizational unit structure and other related topics.

Prerequisites: Take IST 166 and CPT 209 with a minimum grade of "C".

Course Topics:

Installation and configuration of server software in a virtual environment
Configuration and management of Active Directory
Group policies in desktop environment

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Compare server operating systems.
Install and configure server software in a virtual environment.
Install and configure Active Directory.
Manage Active Directory
Apply and configure group policies for desktop environments.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

IST 267 - Network Vulnerability Assessment

Class: 3 **Lab:** 0 **Credits:** 3

This course provides the students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results.

Prerequisites: Take IST 291 with a minimum grade of "C".

Course Topics:

- Project management
- Design, planning and implementation of a network solution
- Project documentation
- Network vulnerability tools

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Develop a secured network solution for solving a specific business problem.
- Implement a secured network solution for solving a specific business problem.
- Analyze and then repair network security vulnerabilities.
- Demonstrate business and professional presentation skills.
- Summarize and record planned activities and document executed activities, problems encountered, and solutions.
- work collaboratively in a team environment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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



**Official Course Syllabus
2020-2021**

IST 268 - Computer Forensics

Class: 3 **Lab:** 0 **Credits:** 3

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools, and methods used to gather, document, and handle electronic evidence.

Prerequisites: Take IST 203 with a minimum grade of "C".

Course Topics:

- Data acquisition
- Current digital forensics tools
- Digital forensics analysis and validation
- Virtual machine and network forensics
- Mobile device forensics
- Cloud forensics

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Demonstrate the use of current computer forensic tools.
- Analyze and interpret data acquisition.
- Perform computer forensics analysis and validation.
- Explain mobile and cloud forensics.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

IST 290 - Special Topics in Information Sciences

Class: 3 **Lab:** **Credits:** 3

This course covers special topics in information sciences technologies.

Prerequisites: Take IST 204 with a minimum grade of "C".

Course Topics:

Preparation for CCNA certification test

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Implement and operate a network consisting of PCs, routers and switches.

Troubleshoot networks.

Describe network terminology.

Configure Routing protocols and concepts.

Describe WAN technologies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Lab Procedures (general SCC policy regarding this)

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



**Official Course Syllabus
2020-2021**

IST 291 - Fundamentals of Network Security I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take IST 202 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the basic principles of computer and network security.
- Demonstrate knowledge of security policy design and management.
- Identify network perimeter threats and monitor perimeter security for a network.
- Identify, respond to, and assist in the formal investigation of security incidents.
- Protect information in an organization by using authentication and access control.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ITP 101 - Introduction to Interpreting

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Evaluate how one overcomes cultural bias and mediates interpersonal exchanges with multi-cultural participants.

Classify linguistic registers used in communication and the settings in which they are used.

Compare ASL to manually coded systems and spoken English, including sentence structures and rules of interchange.

Discuss interpreting models and what comprises an effective interpreter.

Describe the history of interpreting and the role of the Registry of Interpreters for the Deaf.

Identify professional behavior by applying the Registry of Interpreters for the Deaf Code of Professional Conduct.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



ITP 104 - Interpreting in Educational Settings

Class: 3 Lab: Credits: 3

This course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and postsecondary.

Prerequisites: Take ITP 101.

Course Topics:

- Hiring, supervision and development of educational interpreters
- Roles and responsibilities of educational interpreters
- Educational development across grade levels
- Individual Educational Plans (IEPs)
- Laws that regulate educational interpreting
- Ethics
- Language needs and signing systems

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Describe the role of the educational interpreter across the educational spectrum.
- Identify legislation which mandates educational interpreting.
- Assess a child's interpreting needs based on language acquisition and development.
- Describe linguistic demands for interpreters based on placement.
- Prepare appropriate IEP recommendations based on information provided in case studies.
- Explain the hiring practices and professional development of educational interpreters.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ITP 110 - Discourse Analysis

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ASL 202 with a minimum grade of B;

Course Topics:

- Source and target languages
- Context and meaning in sociolinguistics
- Cognitive processing _ using memory, acuity, discrimination and repetition
- Discourse structure and prosody
- Constraints in languages
- Cohesion and deixis in languages
- Spatial mapping
- Speech acts and events
- Salient features
- Retelling and interpreting

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- D2L account
- Panopto account (provided by SCC) or YouTube account
- Web camera
- High speed 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

Student Learning Outcomes:

- Analyze text using the Ten-Step Discourse Analysis Process document.
- Investigate the cognitive processes for interpreting that occur in English.
- Investigate the cognitive processes for interpreting that occur in ASL.
- Use Spatial Mapping to reflect on mental representations.
- Investigate features of discourse within ASL and English texts.
- Practice interpreting texts that have been analyzed.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ITP 112 - Translation

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ASL 202.

Course Topics:

- Interpreting models
- Using expansions and compressions for interpreting
- Literal, free, and idiomatic translations
- Glossing
- Form vs. meaning
- Linguistic and cultural competence
- Main and supporting ideas
- Message transfer
- Priorities in translation
- Handling errors

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- D2L account
- Panopto account (provided by SCC) or YouTube account
- Web camera
- High speed 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

Student Learning Outcomes:

- Compare interpreting models which outline the interpreting process.
- Practice using expansion and compression techniques for moving between English and ASL texts.
- Produce frozen English translations of ASL narratives and dialogues.
- Produce ASL translations of frozen English narratives.
- Discuss strategies to achieve translation fidelity.
- Evaluate translations for effectiveness.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ITP 204 - English to ASL Interpreting I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ITP 110 with a minimum grade of "C".

Course Topics:

- Mind mapping and steps to interpreting fluency
- Conceptual accuracy
- Signing space
- Non-manual markers
- Processing time
- Analysis
- Dynamic equivalence

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Computer with internet access and current browser
- MS Word or compatible
- Web Camera
- Panopto or YouTube account

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

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

Student Learning Outcomes:

- Explain terminology associated with interpreting, not limited to consecutive, simultaneous, processing time, interpreting vs. transliterating, and register.
- Analyze the process of discourse mapping to convey intent rather than form.
- Develop short-term and long-term memory skills for fluency.
- Develop appropriate ASL vocabulary to match English texts.
- Interpret English into grammatically appropriate American Sign Language in consecutive mode.
- Manage English constructs such as homophones and idioms as one moves to American Sign Language.
- Use the Taylor model to create a detailed analysis of one's work.
- Practice strategies for improving interpreting skills.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ITP 205 - English to ASL Interpreting II

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ITP 204 with a minimum grade of "C".

Course Topics:

- Discourse mapping
- Processing time
- Strategies to reduce miscues
- Demand-Control theory
- Employing appropriate compressions and expansions
- Prosody
- Register
- Meaning and form

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Computer with internet access and current browser
- MS Word or compatible
- Web Camera
- Panopto or YouTube account
- D2L account

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

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

Student Learning Outcomes:

Incorporate appropriate grammatical structure in both spoken English and American Sign Language.

Interpret between spoken English and American Sign Language using voice to sign and sign to voice methods, employing both consecutive and simultaneous processing.

Increase discourse mapping skills to convey intent rather than form.

Demonstrate cognitive processing skills with appropriate processing time.

Demonstrate strategies for improving interpreting skills into ASL by using the Taylor model.

Demonstrate ethical decision-making skills.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

ITP 206 - ASL to English Interpreting I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ITP 110 with a minimum grade "C".

Course Topics:

- Mind mapping and steps to interpreting fluency
- Conceptual accuracy
- Grammar
- Vocabulary choices
- Diction and inflection
- Processing time
- Analysis
- Dynamic equivalence

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Computer with internet access and current browser
- MS Word or compatible
- Web Camera
- Panopto or YouTube account

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

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

Student Learning Outcomes:

Explain terminology associated with interpreting, not limited to consecutive, simultaneous, processing time, interpreting vs. transliterating, and register.

Demonstrate a clear understanding of American Sign Language, manually coded English forms and fingerspelling.

Analyze the process of discourse mapping to convey intent rather than form.

Develop short-term and long-term memory skills for fluency.

Develop English vocabulary in multiple registers to match ASL texts.

Perform accurate interpretation of signed information in consecutive mode using correct English structure and grammar, clear oral communication and correct voicing techniques.

Use the Taylor model to create a detailed analysis of one's work.

Practice strategies for improving interpreting skills.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



ITP 207 - ASL to English Interpreting II

Class: 3 Lab: Credits: 3

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:

- English vocabulary expansion
- Idiomatic expressions
- Appropriate compressions and expansions to convey cultural and implied information
- Processing time
- Strategies to reduce miscues
- Demand-Control theory
- Public speaking techniques - using inflection, phrasing, pausing and diction
- Register
- Meaning and form

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Computer with internet access and current browser
- MS Word or compatible
- Web Camera
- Panopto or YouTube account

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

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

Student Learning Outcomes:

Produce accurate interpretation of signed and spoken information in both consecutive and simultaneous modes, incorporating appropriate grammatical structure in both spoken English and American Sign Language.

Interpret between American Sign Language and spoken English using sign to voice and voice to sign methods, employing both consecutive and simultaneous processing.

Improve word choices to convey precise meaning in the appropriate register.

Perform accurate interpretation of signed information in simultaneous mode using correct English structure and grammar, clear oral communication and correct voicing techniques.

Demonstrate cognitive processing skills with appropriate processing time.

Demonstrate strategies for improving interpreting skills into English by using the Taylor model.

Demonstrate ethical decision-making skills.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



ITP 212 - Interpreting in Special Settings

Class: 3 **Lab:** **Credits:** 3

This course is a study of basic theories for community interpreting in specialized settings and adapts the techniques used for individual consumer needs.

Prerequisites: Take ITP 110 with a minimum grade of "C".

Course Topics:

Multiculturalism

Community settings: vocational, legal, medical, religious, performance, mental health, and VRS

Work settings: platform, team, and relay interpreting

Language settings: tri-lingual, high visual, Deaf-blind, contact varieties and signing systems

Demand-Control Schema

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Computer with internet access and current browser

MS Word or compatible

Web Camera

Panopto or YouTube account

D2L account

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Compare and contrast aspects of various interpreting settings.

Identify Demands that occur in environment, interpersonal, paralinguistic, and intrapersonal categories for interpreters.

Using the Demand-Control Schema for interpreting, choose appropriate ethical responses for situations interpreters face in various settings.

Practice analyzing approaches to interpreting based upon assessments of setting, language and cultural requirements of the consumers.

Employ research methods common for interpreters who encounter new settings or cultural backgrounds.

Construct new schema for multi-cultural responses based on research.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ITP 214 - Business Practices for Interpreting

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ITP 110 with a minimum grade of "C".

Course Topics:

- Types of certification
- HIPAA, ADA, and other laws as they relate to mandating interpreting
- Law and ethics
- Small business accounting principles
- Employees vs. independent contractors
- Code of Professional Conduct
- Marketing principles and methods
- Protecting yourself
- Projecting a professional image

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Computer with Internet access and current browser, MS Word (or compatible), Windows Media Player, Flash Player, Adobe Acrobat Reader
Internal Revenue Service Small Business/Self-Employed Virtual Small Business Tax Workshop .

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

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

Student Learning Outcomes:

- Examine what constitutes a professional, including certification, training, and conduct.
- Identify the laws that affect the profession of interpreting.
- Describe basic principles of small business accounting.
- Solve case studies by applying the RID Code of Professional Conduct.
- Develop appropriate forms and marketing materials needed for an interpreter in private practice.
- Analyze marketing methods for an interpreter in private practice.
- Recognize hazards that exist in the profession as a means to guard against them.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

ITP 240 - Interpreting Internship

Class: 1 Lab: 6 Credits: 3

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:

- Setting Goals
- Demand-Control
- Professionalism
- Research
- Skills and knowledge of interpreting
- Preparation for assignments
- Handling feedback

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

E-portfolio repository using SharePoint or Google Drive or similar platform

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

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Select goals for improvement for the semester and beyond based on previous feedback.
- Devise a plan for skill development in identified goal areas.
- Demonstrate appropriate interpreting skills for a beginning interpreter.
- Apply the Code of Professional conduct to real life experiences.
- Solicit and apply feedback from certified interpreter mentor and instructor.
- Prepare an e-portfolio to use upon graduation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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



**Official Course Syllabus
2020-2021**

LOG 110 - Introduction to Logistics

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, MAT 032, RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the foundations of Logistics.
- Describe the Supply Chain Logistics Management Elements.
- Identify the Supply Chain Logistics Components.
- Describe Supply Chain Logistics and Design and Operations.
- Explain important decisions associated with Supply Chain Logistics Administration.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



LOG 111 - Warehouse and Distribution Center Operations

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, RDG 032 and MAT 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Identify the foundations of warehousing and distribution centers.
- Describe the warehousing and distribution center management elements.
- Identify the warehousing and distribution center components.
- Describe strategies associated with warehousing and distribution center operations.
- Explain important elements associated with safety and security.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



LOG 235 - Traffic Management

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, RDG 032 and MAT 032 with a minimum grade of C.

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](#).

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

Student Learning Outcomes:

- Describe the relationship between Transportation and the Economy.
- Describe the Transportation Regulation Elements.
- Identify the Transportation Management Components.
- Describe Types of Carriers.
- Explain important elements associated with Risk Management.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 011 - Developmental Mathematics Basics Workshop

Class: 1 **Lab:** 0 **Credits:** 1

This course provides support for mastery of MAT 031 competencies (e.g. may include, but not limited to, laboratory works, computerized instructions, and/or projects).

Corequisites: Take MAT 032.

Course Topics:

- Whole Numbers (without a calculator)
- Fractions (without a calculator)
- Decimals (without a calculator)
- Whole Numbers (correct usage with a calculator in applied problems)
- Fractions (correct usage with a calculator in applied problems)
- Decimals (correct usage with a calculator in applied problems)

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Paper, pencils, MyMathLab access code, and a scientific calculator with a fraction key

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

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

Student Learning Outcomes:

- Solve problems involving whole numbers without a calculator.
- Solve problems involving addition, subtraction, multiplication and division of fractions and mixed numbers without a calculator.
- Solve problems involving decimals without a calculator.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 031 - Developmental Mathematics Basics

Class: 3 Lab: Credits: 3

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](#).

Required Materials:

Loose-leaf notebook
Paper and pencils

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

F 0 - 69

Student Learning Outcomes:

Solve problems involving whole numbers without a calculator.
Solve problems involving multiplication and division of fractions and mixed numbers without a calculator.
Solve problems involving addition and subtraction of fractions and mixed numbers without a calculator.
Solve problems involving decimals without a calculator.
Solve problems involving ratio and proportion without a calculator.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 032 - Developmental Mathematics

Class: 3 Lab: Credits: 3

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

Prerequisites: Take MAT 031 with a minimum grade of "C" or placement score range of 237-249

Course Topics:

Signed Numbers
Introduction to Algebra
Percent
Measurement
Geometry
Statistics

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Loose-leaf notebook
Paper and pencils
Calculator

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

F 0 - 69

Student Learning Outcomes:

Solve problems involving rational numbers without a calculator.
Solve problems involving basic algebra.
Solve problems involving percents.
Solve problems involving measurements.
Solve problems involving geometry.
Solve problems involving basic statistics.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 101 - Beginning Algebra

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take MAT 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

Perform operations with signed numbers using addition, subtraction, multiplication, or division.

Solve linear equations and inequalities using operations of addition, subtraction, multiplication, and division.

Graph linear equations by plotting points or using slope/intercept.

Complete operations with powers using rules for exponents.

Factor polynomials using the most appropriate factoring strategy.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 102 - Intermediate Algebra

Class: 3 **Lab:** **Credits:** 3

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Prerequisites: Take ENG 032, RDG 100 and (MAT 101 or MAT 152) with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Simplify rational expressions using basic operations.
- Solve linear system of equations using elimination, substitution, or graphing methods.
- Solve equations involving rational expressions using basic operations.
- Simplify radical expressions by utilizing appropriate properties.
- Manipulate quadratic functions using factoring, completing square, quadratic formula, or graphing.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 103 - Quantitative Reasoning

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

Required Materials:

Scientific calculator

Grading System: A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

- Solve equations or inequalities using operations of addition, subtraction, multiplication, or division.
- Calculate probabilities of events using theoretical or empirical methods.
- Collect data using appropriate sampling techniques.
- Determine the complement, intersection or union of sets using set operations.
- Interpret and determine truth values using symbolic logic.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 110 - College Algebra

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take MAT 102 or MAT 153 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Analyze nonlinear functions by graphing and using transformations.
- Demonstrate an understanding of the complex number system by performing basic operations to simplify complex number expressions.
- Solve polynomial and rational functions by applying appropriate methods; or solve polynomial and rational inequalities by graphing.
- Evaluate exponential or logarithmic functions by applying specific properties.
- Solve systems of equations by employing graphing, applying algebraic methods, or using matrices.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 111 - College Trigonometry

Class: 3 **Lab:** **Credits:** 3

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)

Prerequisites: Take MAT 110 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Solve problems involving triangles by using trigonometric strategies.
Graph trigonometric functions by using transformations.
Verify identities by simplifying trigonometric expressions.
Solve trigonometric equations by using fundamental identities and the unit circle.
Evaluate vectors by using operations, graphing, or polar geometry.
Translate conic sections by manipulating the standard form of the equations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MAT 120 - Probability & Statistics

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take MAT 102 or MAT 103 or MAT 153 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Summarize statistical data using appropriate statistics.
- Construct graphical representations of data sets.
- Calculate probabilities of events using appropriate counting, set, probability, or distribution rules.
- Calculate probabilities of events using symmetric, bell-shaped distributions.
- Construct confidence intervals or test statistical hypotheses about the population mean using symmetric, bell-shaped distributions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MAT 130 - Elementary Calculus

Class: 3 **Lab:** **Credits:** 3

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)

Prerequisites: Take MAT 110 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Evaluate limits of functions using their graphs and/or equations.
Determine derivatives for functions using power rule, product rule, quotient rule, and/or chain rule.
Apply the concepts of derivatives in the context of rate of change to solve velocity or acceleration problems.
Construct graphs of functions using the properties of the first and second derivatives.
Calculate the area under the curve or between the curves using a definite integral.
Apply the concepts of limits, derivatives or integrals to solve problems involving functions unique to business applications.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

MAT 132 - Discrete Mathematics

Class: 3 Lab: Credits: 3

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.)

Prerequisites: Take MAT 110 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Assess the validity of an argument using symbolic logic or truth tables
Prove logical statements using the most appropriate method which may include if-then, contradiction, or splitting into cases.
Identify terms of a sequence by using a closed form equation or a recursive formula
Apply the definition of relations and functions to determine if a function is one-to-one, onto, or bijective.
Apply fundamental counting principles to solve combinatorial problems.
Demonstrate a working knowledge of graph theory using paths, circuits or trees.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MAT 140 - Analytical Geometry and Calculus I

Class: 4 Lab: Credits: 4

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)

Prerequisites: Take MAT 111 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Evaluate limits by numerical, graphical, or analytical methods.
Solve differentiation problems by power, product, quotient, and/or chain rules.
Sketch curves by determining intercepts, increasing, decreasing, extrema, concavity, inflection points, and/or asymptotes.
Solve application problems by using optimization or related rates strategies.
Solve integration problems using the power rule, u-substitution, or transcendental function methods.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MAT 141 - Analytical Geometry & Calculus II

Class: 4 Lab: Credits: 4

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)

Prerequisites: Take MAT 140 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Calculate volume using the disk, washer, shell, or slicing methods.
Calculate arc length or surface area using integration.
Solve integration application problems using work, center of mass, or fluid force methods.
Evaluate integrals by utilizing integration by parts, trigonometric substitution, partial fractions, or tables.
Prove convergence or divergence of an infinite series by applying the geometric, p-series, integral, or ratio tests.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 152 - Elementary Algebra

Class: 5 **Lab:** **Credits:** 5

This course includes the following topics: operations with signed numbers and algebraic expression; solving linear equations; factoring; and an introduction to graphing.

Prerequisites: Take MAT 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

Perform operations with signed numbers using addition, subtraction, multiplication, or division without the use of a calculator.

Solve linear equations using operations of addition, subtraction, multiplication, or division.

Graph linear equations by plotting points or using slope/intercept.

Complete operations with powers using rules for exponents.

Factor polynomials using the most appropriate factoring strategy.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 153 - Elementary Algebra II

Class: 5 Lab: Credits: 5

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.

Prerequisites: Take ENG 032, RDG 100 and (MAT 101 or MAT 152) with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Factor different types of expressions by applying the appropriate factoring method.
- Solve linear system of equations using elimination, substitution, or graphing methods.
- Solve problems involving rational expressions using basic operations.
- Simplify radical expressions by utilizing appropriate properties.
- Manipulate quadratic functions using factoring, completing square, quadratic formula, or graphing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 155 - Contemporary Mathematics

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take MAT 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

Perform basic operations involving real numbers by using properties of operations.
Solve problems containing algebraic expressions by applying rules of equality or inequality.
Solve geometric problems of measurement using appropriate geometric formulas and rules of algebra.
Describe data by applying the appropriate statistical strategies.
Solve financial management problems of saving and investing by applying rules for simple and compound interest.
Graph a linear equation using slope-intercept form or by using a table.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 160 - Math for Business and Finance

Class: 3 Lab: Credits: 3

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisites: Take MAT 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

- Evaluate commissions, mark-up, or mark-down using the percent equation.
- Calculate gross earnings using appropriate financial methods.
- Interpret payroll taxes using IRS tax tables.
- Calculate interest on investments or debts using interest equations.
- Determine the face value needed to achieve the desired proceeds for a simple discount note in an application problem.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MAT 170 - Algebra, Geometry, and Trigonometry I

Class: 3 **Lab:** **Credits:** 3

This course includes the following topics: elementary algebra, geometry, trigonometry, and applications.

Prerequisites: Take MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Solve problems using real numbers by using properties of operations.
- Solve applied problems using algebraic expressions, equations, and formulas.
- Apply properties of plane Geometry to perform tasks with angles and geometric figures.
- Calculate surface area and volume using formulas for solid figures.
- Solve problems involving triangles by using trigonometric strategies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 211 - Math for Elementary Education I

Class: 3 **Lab:** **Credits:** 3

This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

Prerequisites: Take ENG 100, RDG 100 and (MAT 102 or MAT 153) with a minimum grade of "C".

Corequisites: Take EDU 102 with a minimum grade of "C".

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](#).

Required Materials:

None

Grading System: A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

Solve problems using the strategies of discovering patterns, using inductive reasoning, using Polya's four step process or using the calculator.

Perform and model calculations in different numerations systems.

Perform operations on sets, whole numbers or functions using correct algorithms.

Calculate basic operations on real numbers using the appropriate models or algorithms.

Calculate basic operations on rational numbers using the appropriate models or algorithms.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 212 - Math for Elementary Education II

Class: 3 **Lab:** **Credits:** 3

This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

Prerequisites: Take ENG 100, RDG 100 and (MAT 102 or MAT 153) with a minimum grade of "C".

Corequisites: Take EDU 102 with a minimum grade of "C".

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](#).

Required Materials:

None

Grading System:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

Perform calculations with rational numbers, decimals, or percents using appropriate algorithms.
Translate word phrases into algebraic expression using appropriate vocabulary to represent mathematical operations.

Construct an arrow diagram, table, or graph given a function.

Calculate probability using appropriate definitions or formulae.

Display, interpret, and analyze statistical data using measures of central tendency or dispersion.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MAT 215 - Geometry

Class: 3 **Lab:** **Credits:** 3

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.)

Prerequisites: Take ENG 100, RDG 100 and (MAT 102 or MAT 153) with a minimum grade of "C".

Corequisites: Take EDU 102 with a Minimum Grade of "C".

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](#).

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

Student Learning Outcomes:

Define and classify geometric figures by using the appropriate definitions and symbols.
Measure angles using the appropriate tools, definitions or theorems.
Convert between and within the U.S. customary and the metric systems of measurement using dimensional analysis or proportional equations.
Evaluate application problems using the Pythagorean Theorem and distance formula.
Calculate perimeter, area and volume of geometric figures by using appropriate mathematical formulas.
Construct geometric figures using a compass and straightedge.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MAT 220 - Advanced Statistics

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take MAT 120 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Estimate the value of population parameters by constructing confidence intervals.
- Test hypotheses for one sample using probability distributions
- Test hypotheses that compare multiple samples using probability distributions.
- Test for distribution fit or independence by evaluating a Chi Square probability distribution.
- Perform hypothesis tests by using nonparametric statistics.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MAT 240 - Analytical Geometry & Calculus III

Class: 4 Lab: Credits: 4

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)

Prerequisites: Take MAT 141 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Solve three dimensional problems using vectors, lines, or planes.
Solve problems within cylindrical or spherical coordinate systems.
Solve vector-valued functions by applying differentiation or integration.
Solve problems with functions of several variables using partial differentiation.
Solve problems using iterated integrals.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

MAT 242 - Differential Equations

Class: 4 **Lab:** **Credits:** 4

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)

Prerequisites: Take MAT 141 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Solve problems by determining if a given function is a solution.
Solve differential equations by separable, linear, or exact equations methods.
Solve application problems using first-order differential equations.
Solve a differential equation by improved Euler's method, Taylor, or Runge-Kutta methods.
Solve second-order equations using homogeneous, non-homogeneous, or the method of undetermined coefficients strategies.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



MED 102 - Introduction to the Medical Assisting Profession

Class: 2 Lab: Credits: 2

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.

Corequisites: Take MED 113, MED 124 and MED 118.

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](#).

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

Student Learning Outcomes:

- Define medical assisting as a profession.
- Identify various health care settings and members of the health care team.
- Identify various therapeutic communication skills used to effectively communicate with coworkers and patients.
- Recognize various coping skills for the successful medical assistant.
- Define law, ethics, and bioethics and describe their importance to the practice of medicine and to medical office personnel.
- Discuss the greater concept of law, its sources, and the trial process.
- Identify Regulations and Professional Liability for the Health Care Professional.
- Discuss the importance of physicians' responsibilities to society while performing their professional duties.
- Explain the importance of properly executed client consent when giving treatment.
- Recognize the impact of cultural influence on ambulatory health care.
- Explain scarce medical resources and be able to discuss how decisions are made to allocate these resources.
- Discuss genetic testing and genetic screening including sterilization and artificial conception.
- Discuss ethical and legal guidelines related to the issue of abortion for medical office personnel.

Explain the legal and ethical implications of life and death decisions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

MED 105 - Medical Assisting Office Skills I

Class: 4 Lab: 3 Credits: 5

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](#).

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

Student Learning Outcomes:

Identify methods used to create an appropriate medical office facility environment.
Identify basic computer systems, computer operations, and common software applications.
Demonstrate effective telecommunication management.
Coordinate patient appointments.
Identify the component parts of the patient record, explain the importance of each part, and obtain the required information.
Perform medical office organizational tasks, including the filing of medical records.
Demonstrate use of medical office correspondence and professional writing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MED 108 - Common Diseases of the Medical Office

Class: 3 **Lab:** **Credits:** 3

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment.

Prerequisites: Take MED 102, MED 105, MED 113, and MED 118 with a minimum grade of "B".

Corequisites: Take MED 114, MED 116 and MED 134.

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](#).

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

Student Learning Outcomes:

Explain the mechanisms of disease including definitions of diagnosis, prognosis, cure, treatment, immunities, and infectious processes.

Explain the structural organization of the human body.

Explain normal structure and function of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems.

Discriminate between disease processes of the blood, cardiovascular, respiratory, urinary, gastrointestinal, reproductive, integumentary, musculoskeletal, nervous, endocrine, immune, and lymphatic systems.

Explain signs and symptoms, diagnostic procedures, and treatments for diseases of the human body.

Identify the interdependent relationships of stress, aging, and wellness in regards to the human body.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MED 113 - Basic Medical Laboratory Techniques

Class: 2 Lab: 3 Credits: 3

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.

Corequisites: Take MED 102, MED 124 and MED 118.

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](#).

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

Student Learning Outcomes:

Identify laboratory organization and safety rules that must be followed to guard against chemical, physical, and biological hazards.

Properly use a compound microscope.

Describe quality assurance and quality control programs utilized by the laboratory.

Identify and demonstrate proficiency in the three diagnostic methodologies of the urinalysis.

Demonstrate proficiency in hematology test performed in the medical office.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

MED 114 - Medical Assisting Clinical Procedures

Class: 2 Lab: 6 Credits: 4

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](#).

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

Student Learning Outcomes:

Describe the necessity and function of the medical history in patient treatment.
Describe methods, positioning, and instruments used in routine physical examinations.
Employ medical assisting practices to assist the physician with obstetrics, gynecological, and male reproductive examinations.
Employ medical assisting practices to assist the physician with pediatric examinations.
Identify expected changes that occur as part of the aging process.
Distinguish various techniques used in medical specialty examinations and procedures of the body systems.
Identify sterile surgical technique and instruments used in minor surgery. (DASC.MA PLO #4)
Demonstrate medical assisting procedures required for patient care in the ambulatory care setting. (DASC.MA PLO #4)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MED 116 - Medical Office Lab Procedures II

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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

Student Learning Outcomes:

- Identify and demonstrate proficiency in immunological tests performed in the medical office.
- Identify and demonstrate proficiency in basic techniques used in microbiology.
- Demonstrate proficiency in phlebotomy technique.
- Identify and demonstrate proficiency in clinical chemistry tests performed in the medical office.
- Identify human fluids that may be used in chemical analysis.
- Identify the basic structures of the circulatory system.
- Recognize the reasons why collection and transportation of specimens are critical to testing microbial specimens.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MED 118 - Pharmacology for the Medical Assistant

Class: 3 Lab: 3 Credits: 4

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](#).

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

Student Learning Outcomes:

- Demonstrate knowledge of concepts and legalities associated with drug therapy.
- Differentiate forms of drugs and how they act on the body.
- Demonstrate proper technique necessary for interpreting, telephoning, and writing a prescription.
- Differentiate basic arithmetic calculations and abbreviations required for medication administration.
- Compare and contrast the components of a drug label.
- Analyze with 90% accuracy the ability to calculate dosages.
- Differentiate techniques for administering nonparenteral medications.
- Differentiate techniques for administering parenteral medications.
- Differentiate classifications of drugs and their effects for multi-system applications.
- Differentiate classifications of drugs and their effects on body systems.
- Demonstrate techniques for successful medication administration.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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



**Official Course Syllabus
2020-2021**

MED 120 - Medical Assistant Emergency Preparedness

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

- Discuss the importance of bioemergency preparedness for the medical office.
- Recognize various biological agents that have the potential to be used in bioterrorism events.
- Discuss the importance of planning for a Pandemic influenza outbreak.
- Explain the role of the Medical Assistant during a bioterrorism event and pandemic outbreak.
- Describe the basic principles of First Aid.
- Identify the physical agents necessary to promote tissue healing.
- Recognize emergencies in the ambulatory care setting.
- Practice skills in a mock environment exposure event.
- Develop preparedness skills through CERT: Community Emergency Response Training.
- Discuss proper fire safety.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MED 134 - Medical Assisting Financial Management

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

Describe the major types of insurance programs encountered in the medical office and how insurance claims are proficiently processed.

Demonstrate effective use of the ICD-9-CM to report correct diagnostic codes.

Apply CPT-4 to report correct physician practice codes.

Properly link diagnoses and procedures when reporting services for reimbursement.

Perform the calculations and billing procedures used for patient payments.

Complete the basic HCFA-1500 form using patient and encounter information.

Identify the steps payers follow to adjudicate claims.

Prepare correct Medicare and Medicaid primary and secondary claims.

Prepare correct managed care and private payer primary and secondary claims.

Develop employment strategies necessary for a successful transition in the job market.

Demonstrate proficiency in the computerized management of the medical office.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Online Confidentiality
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- Withdrawal Policy



MED 158 - Clinical Office Experience

Class: 2 Lab: 18 Credits: 8

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](#).

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

Student Learning Outcomes:

- Demonstrate professionalism.
- Demonstrate effective verbal and non-verbal communication.
- Perform administrative office duties.
- Perform clinical office duties.
- Perform clinical laboratory duties.
- Apply legal concepts.
- Provide patient instruction.
- Perform operational functions.
- Apply medical assisting principles in test taking.
- Identify how diagnostic imaging relates to the practice of medical assisting.
- Distinguish various techniques used in medical specialty examinations and procedures of the body systems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MET 214 - Fluid Mechanics

Class: 3 **Lab:** **Credits:** 3

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

Prerequisites: Take MAT 110 with a minimum grade of "C".

Course Topics:

Properties of fluids including density, specific weight, specific gravity and viscosity.
Pressure forces exerted on submerged surfaces
Buoyant force and stability of floating and submerged bodies
Reynolds number, Bernoulli's equation and flow condition
The energy loss in a fluid system
The operation of various pumps.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Solve engineering technology problems using practical knowledge of mathematics, science, engineering and technology.

Show knowledge of the steps of successful problem solving.

Recognize how experimental results relate or differ from theory.

Use electronic or industrial schematics in finding solutions to given case studies, scenarios or word problems.

Choose the appropriate solution to engineering technology problems based on given criteria.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MET 224 - Hydraulics & Pneumatics

Class: 2 Lab: 3 Credits: 3

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

Course Topics:

Hydraulic and pneumatic principles, operations, systems, and components.
The basic principles of hydraulic power.
Schematic and pictorial drawings of various working hydraulic circuits.
Inspection and repair of hydraulic and pneumatic cylinders.
Inspection, and repair of hydraulic and pneumatic valves.
The operation of various pumps.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Solve engineering technology problems using practical knowledge of mathematics, science, engineering and technology.

Show knowledge of the steps of successful problem solving.

Choose the appropriate solution to engineering technology problems based on given criteria.

Use electronic or industrial schematics in finding solutions to given case studies, scenarios or word problems.

Plan, produce and orally deliver a digital presentation that utilizes graphics on a given technical topic.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

MET 227 - Instrumentation Principles

Class: 1 Lab: 3 Credits: 2

This course covers the selection, application and calibration of valves, sensors, transmitters, recorders, and other devices used to measure and control fluid level, pressure, flow, density, temperature, and humidity in an industrial environment.

Prerequisites: Take MAT 110.

Course Topics:

- Control system and instrumentation.
- Calibration
- Pressure, flow, liquid level, temperature, and pneumatics and control valve actuators
- Controller systems and applications
- Instrumentation installation, maintenance, and troubleshooting
- Process control systems

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Solve engineering technology problems using practical knowledge of mathematics, science, engineering and technology.

Show knowledge of the steps of successful problem solving.

Design, troubleshoot and test electronic or industrial circuits.

Use electronic or industrial schematics in finding solutions to given case studies, scenarios or word problems.

Choose the appropriate solution to engineering technology problems based on given criteria.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

MFG 101 - Introduction to Manufacturing

Class: 3 **Lab:** 0 **Credits:** 3

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](#).

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

Student Learning Outcomes: Upon completion of the course the student will be able to:

Explain the manufacturing process and systems used to transform raw material into a final product.

Practice a workplace culture that emphasizes quality, safety, and productivity.

Demonstrate entry-level skills required for a career in manufacturing.

Communicate using a manufacturing-centric vocabulary.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MFG 103 - Principles of Manufacturing

Class: 3 **Lab:** 0 **Credits:** 3

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](#).

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

Student Learning Outcomes: Upon completion of the course the student will be able to:

- Explain the interaction of core components within the manufacturing process.
- Summarize the various control systems used within the manufacturing business system.
- Compare and contrast methods used to improve a manufacturing production system.
- Communicate using a manufacturing-centric vocabulary.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MFG 104 - Introduction to Continuous Improvement

Class: 3 **Lab:** 0 **Credits:** 3

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:

- 5-S
- Visual systems
- Waste
- Quality practices and measurement
- Production leveling
- Production flow
- Preventative maintenance
- Safety

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes: Upon completion of the course the student will be able to:

- Explain the ways a "Customer Centric" approach has changed modern manufacturing.
- Explain the foundational reasons for the "Continuous Improvement" approach to modern manufacturing.
- Apply "Lean" manufacturing concepts/tools to manufacturing problems.
- Employ data collection and analysis techniques used in continuous improvement.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

MGT 101 - Principles of Management

Class: 3 **Lab:** **Credits:** 3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Prerequisites: Take ENG 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

Compare the Four Primary Functions of Management.
Contrast the role of the supervisor with that of the manager.
Evaluate the importance of planning and control in management and supervision.
Illustrate the challenges of the changing environment of management, including workforce diversity and global competition.
Describe the elements associated with organizing a competitive organization.
Summarize the issues and challenges of leading employees.
Analyze a Fortune 500 company.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MGT 110 - Office Management

Class: 3 **Lab:** **Credits:** 3

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the functions of management.
- Examine laws that affect HR management.
- Compose relevant policy statements.
- Utilize effective leadership practices.
- Summarize effective ergonomic principles.
- Identify workplace safety procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Polices](#) on the following topics:

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**Official Course Syllabus
2020-2021**

MGT 150 - Fundamentals of Supervision

Class: 3 **Lab:** **Credits:** 3

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

Prerequisites: Take ENG 032, MAT 032, and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Evaluate the difference between an employee and supervisor.
- Apply the four principles of management to supervision.
- Evaluate the importance of human resources and your new role as a supervisor.
- Apply initiatives for problem solving and conflict resolution.
- Apply techniques to properly motivate your workforce.
- Evaluate the difference between leaders and managers.
- Develop communication skills needed in the 21st Century to become a positive change agent.
- Effectively use groups in a work setting.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MGT 201 - Human Resource Management

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032 and MGT 101 with a minimum grade of "C".

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](#).

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 Mic

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

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

Student Learning Outcomes:

Summarize the operational environment, responsibilities and requirements of the Human Resource Manager's job.
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.
Compare the relationship between job design, human resource planning, and the employment process.
Distinguish the role the HRM plays in orientation, performance evaluations, career development, training, and organization development.
Analyze the various types of benefits an organization can offer.
Complete a semester long project addressing the development of an Employee Handbook.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MGT 206 - Management Spreadsheets

Class: 3 Lab: Credits: 3

This course emphasizes the use of spreadsheet software to support managerial decision-making through the analysis of data.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of C and take CPT 101 and ACC 101 or ACC 111.

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](#).

Required Materials:

- Microsoft Excel 2013
- Skills Assessment Manager Office 2013 (SAM2013)_Assessment, Projects, and Training
- 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

Student Learning Outcomes:

- Maintain and query a relational database.
- Create forms and reports from a relational database.
- Enhance a workbook with charts and graphs.
- Manage multiple worksheets and workbooks.
- Demonstrate usage of advanced spreadsheet functions such as Pivot Tables, What-if Analysis and macros.
- Connect external data to a spreadsheet.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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MGT 210 - Employee Selection and Retention

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take MGT 101 with a minimum grade of "C".

Corequisites: Take MGT 201.

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](#).

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

Student Learning Outcomes:

- Define the components of strategic staffing.
- Identify relevant and legal interview questions.
- Create a job advertisement containing all necessary elements.
- Determine strategies needed for a successful retention plan.
- Determine an appropriate job offer letter and a turndown response for candidates.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MGT 220 - Operations Management I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 032, RDG 032 and MAT 032 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Identify the foundations of Operations Management and Value Chains.
- Describe Operations Management Measures.
- Identify the Supply Chain Management Components.
- Describe Process Designs and Selection Options.
- Explain important elements associated with Work Design.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MGT 230 - Managing Information Resources

Class: 3 Lab: Credits: 3

This course is a study of the development, use and management of information resources, and systems in business and industry.

Prerequisites: Take CPT 101 with a minimum grade of "C" required.

Course Topics:

- Importance of a management information system (MIS)
- Hardware, software, and data
- Procedures and process management
- Organizational strategy
- Competitive strategy
- Value chain
- Servers
- Cloud computing
- Databases
- Local area networks
- E-commerce
- Data-mining and data warehousing
- Security

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Summarize the importance of a management information system.
- Categorize the components of a management information process system.
- Analyze the purpose of a database.
- Organize the tools utilized of an information system to pursue a competitive advantage.
- Distinguish the components of a management information systems' data communication network.
- Explain the importance of business intelligence systems.
- Propose an information security management system.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MGT 255 - Organizational Behavior

Class: 3 Lab: 0 Credits: 3

This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MGT 280 - Executive Development

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of personal leadership styles and traits appropriate for middle and upper levels of management.

Prerequisites: Take RDG 032 and ENG 032 with a minimum grade of "C".

Course Topics:

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

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Access to SCC's portal

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

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

Student Learning Outcomes:

- Identify and demonstrate workplace behaviors.
- Apply positive interpersonal skills.
- Demonstrate knowledge of various leadership/management style.
- Create an effective resume and cover letter.
- Identify and illustrate job interviewing skills.
- Prepare and deliver a minimum of two (2) oral presentations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

MKT 101 - Marketing

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032 and RDG 032.

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](#).

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

Student Learning Outcomes:

- Summarize the foundation of marketing.
- Differentiate the elements of marketing planning.
- Describe the psychology of consumer behavior.
- Describe the process of creating products.
- Summarize the process of managing products.
- Compare services to tangible products.
- Review the concepts of pricing products.
- Describe the elements involved in product distribution.
- Compare the elements that make up the promotional mix.
- Complete a semester long project addressing the four principles of marketing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



MKT 110 - Retailing

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the influence of retailing on the American economy.
- Summarize the elements of planning in retailing.
- Contrast the types of forces in the retailing environment.
- Classify the decisions associated with location analysis.
- Demonstrate the tools utilized in the management of retail operations.
- Review issues associated with retail administration.
- Create a proposal for a new retail store.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



MKT 120 - Sales Principles

Class: 3 **Lab:** **Credits:** 3

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Recognize how sales have evolved into a professional career.
- Identify the components that make up the foundation of professional selling.
- Describe the base of the sales plan. Analyze the elements of the heart of the sales plan.
- Classify the elements of building future sales.
- Compare the special aspects of a variety of sales careers.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MKT 123 - Event Planning and Promotion

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Explain what today's event planner does and why clients use event planners.
- Demonstrate what is involved in a job as an event planner.
- Describe the importance of each vendor in the process from planning to execution of the event.
- Break down an event planner's role regarding money, contracts, and insurance for each event.
- Explain and show the required preliminary work for events.
- Outline all parts of an entire event from pre-planning to follow-up.
- Differentiate types of events.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MKT 240 - Advertising

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 032, MAT 032 and RDG 032 with minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Distinguish between the different functions of advertising.
Plan efficiently and effectively for the best advertising method based on the target market.
Identify the key effects advertising has on economic, social, and legal issues in business.
Demonstrate an understanding of how an advertising campaign works, including: budget, proper media channels, strategy, and creation of the advertisement itself.
Construct the different stages of a successful advertising campaign.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MKT 260 - Marketing Management

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take MGT 101 and MKT 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Define strategic management.
- Describe the importance of building customer satisfaction, value, and retention.
- Demonstrate how to analyze the key areas of a defined market.
- Distinguish the techniques utilized with developing marketing strategies.
- Compare the strategies associated with product management, branding decisions, and the pricing of products and services.
- Distinguish the available options utilized in the management and delivery of marketing programs by a market-based business.
- Create a marketing plan.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MLT 101 - Introduction to Medical Laboratory Technology

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

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).

Employ mathematical applications to calculate concentrations and dilutions and metric conversions.

Statistically analyze data from processes in the laboratory to assess the diagnostic usefulness of results reported.

Perform phlebotomy procedures to collect a blood sample.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



MLT 102 - Medical Lab Fundamentals

Class: 2 Lab: 3 Credits: 3

This course introduces basic concepts and procedures in medical laboratory technology.

Corequisites: Take MLT 105 and MLT 115.

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](#).

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) w

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

Student Learning Outcomes:

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).

Employ mathematical applications to calculate concentrations and dilutions and metric conversions.

Statistically analyze data from processes in the laboratory to assess the diagnostic usefulness of results reported.

Perform the phlebotomy procedure to collect a blood sample.

Describe the anatomy and physiology of the kidney, how urine specimens are collected and physical properties of urine.

Perform and report urine chemical examination including the following analytes: glucose, ketone protein, blood, bilirubin, urobilinogen, nitrite and leukocyte esterase tests in the laboratory.

Perform urine microscopics in the laboratory.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Policies](#) on the following topics:

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**Official Course Syllabus
2020-2021**

MLT 105 - Medical Microbiology

Class: 3 Lab: 3 Credits: 4

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

Course Topics:

- Specimen processing, culturing, and identification techniques including microscopy.
- Medically important parasites
- Medically important fungi
- Virology
- Medically important Mycoplasma, Chlamydia and Rickettsia
- Medically important Mycobacterium and Nocardia asteroides
- Medically important anaerobic bacteria
- Antimicrobial susceptibility

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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) w

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

Student Learning Outcomes:

Demonstrate the processes and procedures used in the processing, culturing, and identifying of medically important organisms.

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

Differentiate dermatophytes from the common laboratory fungal contaminants.

Compare safety procedures and appropriate specimen processing of the medically important Mycoplasma, Chlamydia, Rickettsia, and Viruses.

Explain and demonstrate the processes and procedures used in antimicrobial susceptibility testing.

Correlate laboratory findings with diseases and treatments.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MLT 108 - Urinalysis and Body Fluids

Class: 2 **Lab:** 3 **Credits:** 3

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](#).

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

Student Learning Outcomes:

Describe the anatomy and physiology of the kidney, how urine specimens are collected and physical properties of urine.

Perform and report urine chemical examination including the following analytes: glucose, ketone protein, blood, bilirubin, urobilinogen, nitrite and leukocyte esterase tests in the laboratory.

Perform urine microscopics in the laboratory.

Describe tests performed on other body fluids relating them to disease processes.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MLT 110 - Hematology

Class: 3 Lab: 3 Credits: 4

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red counts, and identification of blood cells.

Prerequisites: Take MLT 101 MLT 105 MLT 108 and MLT 115 with a minimum grade of "C".

Course Topics:

- Manual and automated cell counts
- RBC indices calculations and RBC morphology
- WBC differential cell count
- Erythrocyte Sedimentation Rate (ESR), Reticulocyte Count
- Manual Platelet Counts
- Semi-automated Prothrombin and Partial Thromboplastin times

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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) w

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

Student Learning Outcomes:

Perform and interpret all processes and procedures studied involving hemoglobin and hematocrit, erythrocyte, and indices determinations.

Perform and interpret all processes and procedures studies involving leukocyte counts, platelet counts and eosinophil counts.

Describe all processes and procedures studies involving automation in the hematology laboratory.

Perform all processes and procedures studied involving differential white blood cell counts.

Analyze erythrocyte sedimentation rates (ESR) and reticulocyte counts.

Evaluate the role of platelets, clotting factors, and blood vessels in Hemostasis.

Evaluate the role of clotting factors in hemostasis.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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MLT 112 - Introduction to Parasitology

Class: 2 **Lab:** 0 **Credits:** 2

This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

Prerequisites: Take MLT 131 and MLT 210 with a minimum grade of "C".

Corequisites: Take MLT 251 and MLT 252.

Course Topics:

- Specimen processing for detection and identification of parasites
- Protozoan Parasites
- Blood and Tissue Parasites
- Coccidian Parasites
- Parasites of the Immunocompromised
- Helminth Parasites

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Materials required for D2L online courses and textbook.

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

Student Learning Outcomes:

Describe the procedures used to process specimens and identify the medically important parasites.

Analyze morphology, immunologic tests and biochemical tests for identification of intestinal, blood, and tissue parasites.

Correlate laboratory findings with diseases and treatments.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MLT 115 - Immunology

Class: 2 Lab: 3 Credits: 3

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](#).

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) w

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

Student Learning Outcomes:

Explain the terminology and basic concepts of immunology, immunity, lines of defense, and inflammation.

Describe the structure, synthesis, and function of immunoglobulin.

Summarize the Major Histocompatibility Complex and tumor markers.

Describe the basic concepts of antigen-antibody reactions.

Explain the function of the cells and soluble mediators involved in the immune response.

Evaluate serological methods and techniques.

Demonstrate mastery of processes and procedures for practicing laboratory safety.

Develop the laboratory skills for accurately performing and interpreting serological test results.

Correlate laboratory findings with hypersensitivity reactions, selected autoimmune disorders, viral infections, and selected infectious agents.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MLT 120 - Immunoematology

Class: 3 Lab: 3 Credits: 4

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

Prerequisites: Take MLT 101 MLT 105 MLT 108 and MLT 115 with a minimum grade of "C".

Course Topics:

Fundamental principles of Immunoematology, including ABO blood type interpretations
Preparation, handling, and storage of blood bank reagents
Genetic Principles of ABO and Rh Blood groups
Major antigens of other blood group systems and identification methods
Compatibility testing and component selection
Quality control of blood bank reagents and equipment
Transfusion Reactions
Donor selection, component preparation, and storage

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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) w

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

Student Learning Outcomes:

Interpret ABO blood types using the fundamental principles of Immunoematology.
Describe the preparation, handling, storage, and quality control for both blood bank reagents and blood bank equipment.
Evaluate Genetic Principles in ABO and Rh blood groups.
Identify the major antigens classified within the other blood group systems.
Analyze test results to detect and identify clinically significant blood group antibodies.
Interpret compatibility test results.
Interpret adverse effects of transfusion.
Analyze tests for Hemolytic Disease of the Fetus and Newborn (HDFN).
Describe the donor selection process.
Explain the process for component preparation and storage parameters of all blood products.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MLT 130 - Clinical Chemistry

Class: 3 **Lab:** 3 **Credits:** 4

This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.

Prerequisites: Take MLT 101 MLT 105 MLT 108 and MLT 115 with a minimum grade of "C".

Course Topics:

General Chemistry techniques, math calculations, statistical QC and pipetting
Instrumentation
Total Protein measurement including Protein Electrophoresis
Non-Protein Nitrogens
Clinically Significant Enzymes
Carbohydrates and Lipids

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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) w

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

Student Learning Outcomes:

Identify the basic components of a spectrophotometer, apply Beer's law.
Discuss the purpose of blanks and value of automation in the laboratory.
Evaluate the tests to assess protein disorders.
Evaluate the tests to assess kidney function.
Evaluate the tests to assess enzyme status.
Evaluate the tests to assess hyperglycemia and hypoglycemia.
Evaluate the tests to assess lipid abnormalities.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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- Add/Drop period

- Appeals Process
- Class Attendance
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**Official Course Syllabus
2020-2021**

MLT 131 - Clinical Chemistry

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take MLT 110, MLT 120, MLT 130, and MLT 205.

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](#).

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

Student Learning Outcomes:

- Evaluate the results used to assess heme degradation and hepatic disorders.
- Evaluate test results to assess electrolytes.
- Evaluate test results to assess mineral metabolism
- Evaluate blood gas test results to assess acid-base balance.
- Evaluate test results to assess the endocrine system.
- Explain how Tumor Markers are used in the diagnosis and treatment of cancer.
- Describe therapeutic drug monitoring and toxicology.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MLT 205 - Advanced Microbiology

Class: 3 Lab: 3 Credits: 4

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

Prerequisites: Take MLT 101 MLT 105 MLT 108 and MLT 115 with a minimum grade of "C".

Course Topics:

Basic Microbiology techniques, tools, and media.
Clinically significant Staphylococci, Micrococci, and Streptococci.
Clinically significant Neisseria, Moraxella catarrhalis, Haemophilus, HACEK group and
Capnocytophaga.
Clinically significant Enterobacteriaceae
Clinically significant nonfermentative gram negative bacilli and miscellaneous gram negative
bacilli.
Clinically significant aerobic gram positive bacilli
Agents of bioterrorism.
Differentiation of normal flora bacteria and pathogens

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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) w

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

Student Learning Outcomes:

Identify and describe the following clinically significant bacteria:

Staphylococci
Micrococcus
Streptococci
Neisseria
Moraxella catarrhalis
Haemophilus
HACEK group
Capnocytophaga
Enterobacteriaceae
Nonfermentative gram negative bacilli
Miscellaneous gram negative bacilli.
Aerobic gram positive bacilli

Perform and interpret basic microbiological techniques used to identify clinically significant bacteria.

Recognize and describe agents of bioterrorism.
Differentiate normal flora bacteria and pathogens.
Correlate laboratory findings with diseases and treatments.

For SCC Online Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MLT 210 - Advanced Hematology

Class: 3 **Lab:** 3 **Credits:** 4

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Prerequisites: Take MLT 110 MLT 120 MLT 130 and MLT 205 with a minimum grade of "C".

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](#).

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) w

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

Student Learning Outcomes:

Evaluate normal and abnormal red blood cell maturation/morphology, relating it to abnormal conditions and blood findings.

Assess hemoglobin and red cell disorders in relation to clinical and laboratory findings.

Interpret laboratory findings in hemolytic and other anemias.

Evaluate abnormal differentials of granulocytes, relating them to abnormal conditions and blood findings.

Evaluate abnormal differentials of lymphocytes and plasmacytes, relating them to the most probable cause of the condition and abnormal laboratory findings.

Evaluate the congenital and acquired thrombocyte and vasculature disorders and the tests used to detect these disorders.

Evaluate the congenital and acquired clotting factor disorders.

Evaluate the role of the fibrinolytic system in hemostasis and the hypercoagulable state.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



MLT 219 - Clinical Instrumentation

Class: 2 Lab: 3 Credits: 3

This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation, and maintenance.

Prerequisites: Take MLT 110, MLT 120, MLT 130, and MLT 205 with a minimum grade of "C".

Corequisites: Take MLT 210 .

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](#).

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) w

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

Student Learning Outcomes:

- Explain how Tumor Markers are used in the diagnosis and treatment of cancer.
- Evaluate test results to assess electrolytes.
- Evaluate blood gas test results to assess acid-base balance.
- Evaluate test results to assess mineral metabolism.
- Evaluate test results to assess the endocrine system.
- Describe therapeutic drug monitoring and toxicology.
- Evaluate the results used to assess heme degradation and hepatic disorders.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MLT 241 - Medical Lab Transition

Class: 3 Lab: Credits: 3

This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.

Prerequisites: Take MLT 251 and MLT 252 with a minimum grade of "C". Must be completed prior to taking this course.

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](#).

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

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

Student Learning Outcomes:

- Apply principles of Medical Laboratory Technology to practice national registry exam questions.
- Demonstrate effective reading comprehension skills by performing continuing education activities.
- Teach a laboratory technique.
- Demonstrate the professional skills needed for following up on job leads, creating an organized resume and interviewing.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



MLT 251 - Clinical Experience I

Class: 1 Lab: 12 Credits: 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: Take MLT 210 and MLT 131 with a minimum grade of "C".

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](#).

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.

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

Student Learning Outcomes: Students must master all MLT 251 student learning outcomes in order to receive an overall passing grade in this course.

Demonstrate professional behavior consistent with current academic and professional standards.

Demonstrate mastery of all procedures in Blood Bank.

Demonstrate mastery of all procedures in Clinical Chemistry.

Demonstrate mastery of all procedures in Hematology and Hemastasis.

Demonstrate mastery of all procedures in Microbiology, Parasitology and Serology.

Demonstrate mastery of all procedures in Urinalysis.

Demonstrate mastery of all procedures in Blood Collection.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MLT 252 - Clinical Experience II

Class: 1 **Lab:** 12 **Credits:** 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: Take MLT 210 and MLT 131 with a minimum grade of "C".

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](#).

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.

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

Student Learning Outcomes: Students must master all MLT 252 student learning outcomes in order to receive an overall passing grade in this course.

Demonstrate professional behavior consistent with current academic and professional standards.

Demonstrate mastery of all procedures in Blood Bank.

Demonstrate mastery of all procedures in Clinical Chemistry.

Demonstrate mastery of all procedures in Hematology and Hemastasis.

Demonstrate mastery of all procedures in Microbiology, Parasitology and Serology.

Demonstrate mastery of all procedures in Urinalysis.

Demonstrate mastery of all procedures in Blood Collection.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



MLT 253 - Clinical Experience III

Class: 1 Lab: 12 Credits: 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: Take MLT 251 and MLT 252 with a minimum grade of "C".

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](#).

Required Materials:

Each student will be required to attend OSHA and HIPPA training at one of the clinical facilities or complete OSHA or HIPPA training on campus prior to beginning clinical training.

Students must wear a Photo ID while training at the clinical facility.

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

Student Learning Outcomes:

Demonstrate professional behavior consistent with current academic and professional standards.

Demonstrate mastery of all procedures in Blood Bank.

Demonstrate mastery of all procedures in Clinical Chemistry.

Demonstrate mastery of all procedures in Hematology and Hemastasis.

Demonstrate mastery of all procedures in Microbiology, Parasitology and Serology.

Demonstrate mastery of all procedures in Urinalysis.

Demonstrate mastery of all procedures in Blood Collection.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MLT 254 - Clinical Experience IV

Class: 1 Lab: 12 Credits: 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: MLT 251 and MLT 252 with a minimum grade of "C".

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](#).

Required Materials:

Each student will be required to attend OSHA and HIPPA training at one of the clinical facilities or complete OSHA or HIPPA training on campus prior to beginning clinical training.

Students must wear a Photo ID while training at the clinical facility.

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

Student Learning Outcomes:

Demonstrate professional behavior consistent with current academic and professional standards.

Demonstrate mastery of all procedures in Blood Bank.

Demonstrate mastery of all procedures in Clinical Chemistry.

Demonstrate mastery of all procedures in Hematology and Hemastasis.

Demonstrate mastery of all procedures in Microbiology, Parasitology and Serology.

Demonstrate mastery of all procedures in Urinalysis.

Demonstrate mastery of all procedures in Blood Collection.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MLT 270 - Clinical Applications

Class: 3 **Lab:** 27 **Credits:** 12

This course provides sequential practical experience in selected areas of a supervised clinical setting.

Prerequisites: Take MLT 210, and MLT 219 with a minimum grade of "C".

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](#).

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.

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

Student Learning Outcomes: Students must master all MLT 270 student learning outcomes in order to receive an overall passing grade in this course.

Practice professional behavior consistent with current academic and professional standards.

Demonstrate mastery of all procedures in Blood Bank.

Demonstrate mastery of all procedures in Clinical Chemistry.

Demonstrate mastery of all procedures in Hematology and Hemastasis.

Demonstrate mastery of all procedures in Microbiology, Parasitology and Serology.

Demonstrate mastery of all procedures in Urinalysis.

Demonstrate mastery of all procedures in Blood Collection.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MTH 120 - Introduction to Massage

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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

Student Learning Outcomes:

- Distinguish the legal considerations of professional touch.
- Identify individuals throughout the history who have influenced massage therapy today.
- Recognize the effects, benefits, indications and contraindications of massage.
- Cite components of the safe and sanitary practice of massage and hydrotherapy.
- Identify the components of effective consultation and assessment for massage.
- Prepare the environment and client for administering a full body Swedish massage.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MTH 121 - Principles of Massage I

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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

Student Learning Outcomes:

- Describe and demonstrate safe and effective techniques of basic massage.
- Demonstrate safe and effective assessment and communication techniques.
- Demonstrate techniques for upper torso massage.
- Demonstrate techniques for lower torso massage.
- Demonstrate a routine for corporate massage.
- Employ professional qualities during participation in public service events for massage.
- Demonstrate effective techniques for a full body massage.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MTH 122 - Principles of Massage II

Class: 3 **Lab:** 3 **Credits:** 4

This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments, and other structures.

Prerequisites: Take MTH 120 and MTH 121.

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](#).

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

Student Learning Outcomes:

Identify and demonstrate therapeutic technique for the muscles of the torso, chest and abdomen.
Identify and demonstrate therapeutic technique for muscles of the leg, ankle and foot.
Identify and demonstrate therapeutic technique for the deep muscles of the back, scapula, and posterior neck.
Identify and demonstrate therapeutic technique for the thigh and hip.
Identify and demonstrate therapeutic technique for the muscles of the forearm, wrist and hand.
Identify and demonstrate therapeutic technique for the muscles of the neck, head and jaw.
Identify the components of sports massage and demonstrate a 15 minute pre-event massage and a 30 minute recovery massage.
Demonstrate the use of self-assessment skills to document experiences of mandatory practice sessions outside of class.
Demonstrate knowledge of deep tissue technique integrated with Swedish massage to give a one hour full body massage.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MTH 123 - Massage Clinical I

Class: 1 **Lab:** 6 **Credits:** 3

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

Prerequisites: Take MTH 120 and MTH 121.

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](#).

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

Student Learning Outcomes:

Demonstrate communication skills in a clinical setting.
Use assessment skills to develop and implement a treatment plan.
Demonstrate management and teamwork skills by overseeing the planning and execution of one 8-hour massage clinic.
Perform effective, professional massages tailored to the client preferences and goals and document appropriately.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MTH 124 - Massage Business Application

Class: 3 Lab: Credits: 3

This course addresses the basic business skills necessary to operate a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

Prerequisites: Take MTH 120, MTH 121, MTH 122 and MTH 123. Must be completed prior to taking this course.

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](#).

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

Student Learning Outcomes:

- Determine personal motivation/intentions for developing a therapeutic massage career.
- Negotiate appropriate employment contracts.
- Design a marketing strategy and advertising materials for a massage business.
- Develop a business management and record keeping system.
- Develop a business plan and portfolio.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MTH 126 - Pathology for Massage Therapy

Class: 2 Lab: Credits: 2

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.

Prerequisites: Take MTH 120 and MTH 121. Must be completed prior to taking this course.

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](#).

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

Student Learning Outcomes:

Identify common pathologies by organ system (related etiology, signs/symptoms, complications and drug side-effects) and massage treatment considerations for each.

Identify common mental health conditions and massage treatment considerations.

Identify common inflammatory processes, muscular pain patterns, and dysfunctions.

Explain the role of massage therapy in stress and pain management.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MTH 132 - Massage Therapy Seminar

Class: 1 **Lab:** **Credits:** 1

This course includes the integration of didactic and clinical techniques in Massage Therapy.

Prerequisites: Take MTH 120 and MTH 121.

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](#).

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

Student Learning Outcomes:

- Explain the scientific method and the typical format for a scientific research publication.
- Discriminate between low- and high-quality sources of information, and locate peer-reviewed massage research articles.
- Define evidence-based practice, critical thinking, and clinical reasoning.
- Describe massage effects which are supported by research, and list areas of current investigation in the massage field.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MTH 135 - Massage Practicum

Class: 1 Lab: 1 Credits: 2

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.

Prerequisites: Take MTH 122 and MTH 123.

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](#).

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

Student Learning Outcomes:

- Demonstrate professional and ethical behavior within the business setting.
- Plan and apply effective massage treatments for both relaxation and clinical goals, utilizing interview and assessment skills to identify and address client goals.
- Demonstrate professionalism in the work setting through professional verbal and written communication, creative problem-solving, and working as a part of a team.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MTH 136 - Kinesiology For Massage Therapy

Class: 2 Lab: Credits: 2

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.

Prerequisites: Take MTH 120 and MTH 121.

Corequisites: Take MTH 122, MTH 123 and MTH 126.

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](#).

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

Student Learning Outcomes:

- Classify and describe the movements of all major joints of the body.
- Locate, palpate, and name attachments and actions of all the major muscles of the body.
- List the muscle synergists, antagonists, and stabilizers for the major joints and movements of the body.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Appeals Process
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**Official Course Syllabus
2020-2021**

MTH 137 - Anatomy & Physiology for Massage Therapy I

Class: 2 Lab: Credits: 2

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.

Prerequisites: Take MTH 120.

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](#).

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

Student Learning Outcomes:

Discuss the fundamentals of human anatomy and physiology related to the integumentary, fascial, musculoskeletal and nervous systems of the body.

Identify common pathologies of these systems and discuss the implications for massage of any related contraindications.

Discuss indications for massage related to skin, joint, and neuromuscular health; discuss current theories of pain and the effects of massage on pain.

Locate and palpate major skeletal muscles of the upper body, identifying the muscle origin, insertion and action.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MTT 111 - Machine Tool Theory & Practice

Class: 2 **Lab:** 9 **Credits:** 5

This course is an introduction to the basic operation of machine shop equipment.

Corequisites: Take EGT 104.

Course Topics:

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



MTT 112 - Machine Tool Theory and Practice II

Class: 2 **Lab:** 9 **Credits:** 5

This course is a combination of the basic theory and operation of machine shop equipment.

Prerequisites: TAKE MTT 152 and MTT 153

Corequisites: Take EGT 108.

Course Topics:

- Shop Safety
- Speed and Feed Calculations
- External and Internal Thread Forms
- Indexing Heads and Rotary Table Set-Up
- Surface Grinding Operations

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Demonstrate safe work habits on a lathe, milling machine and surface grinder.

- Identify lathe and milling cutters, including feeds, speeds and depth of cut for all cutting tools.

- Demonstrate the procedures and practices to machine external and internal thread forms using single point thread cutting.

- Demonstrate mathematics used to calculate angles, tapers, and basic geometry calculations performed in the machining field.

- Calculate and perform simple and direct indexing.

- Perform basic operations on surface grinders.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

MTT 113 - Machine Tool Theory and Practice III

Class: 2 Lab: 9 Credits: 5

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.

Prerequisites: Take MTT 112.

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](#).

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

Student Learning Outcomes:

Recognize and demonstrate safe work habits on surface grinders, lathes, and milling machines.
Set-up and operate surface grinders, performing all operations required to produce precision parts.

Set-up and machine advanced external and internal work on an engine lathe.

Set-up and machine advanced projects using the vertical milling machine.

Demonstrate mathematics used to calculate angles, tapers, and basic geometry calculations performed in the machining field.

Research and collect information from the "Machinery's Handbook".

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MTT 152 - Precision Machining II

Class: 2 Lab: 3 Credits: 3

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](#).

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

Student Learning Outcomes:

- Recognize safe and unsafe work practices in a machine shop.
- Identify basic layout tools, measuring tools, hand tools and accessories.
- Identify the principles and types of cut-off metal saws and accessories.
- Identify the main operative parts of the vertical milling machine and the surface grinder.
- Perform entry level milling procedures and surface grinding procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

MTT 153 - Precision Machining III

Class: 2 Lab: 3 Credits: 3

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](#).

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

Student Learning Outcomes:

Explain safe and unsafe work practices in a machine shop.
Identify the principles and types of cut-off metal saws and accessories.
Identify the purpose of the main operative parts of the engine lathe.
Perform entry level turning procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MTT 249 - Introduction to CAM

Class: 3 **Lab:** **Credits:** 3

This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.

Prerequisites: Take MTT 252 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Complete Geometry for Milling and Turning Operations.
Practice common CAD/CAM Programming features used in Milling Operations.
Practice common CAD/CAM Programming features used in Turning Operations.
Create tool paths within the CAM environment.
Render cutting simulations for both lathe and mill within the CAM environment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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**Official Course Syllabus
2020-2021**

MTT 250 - Principles of CNC

Class: 3 Lab: Credits: 3

This course is an introduction to the coding used in CNC programming.

Prerequisites: Take EGT 152.

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](#).

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

Student Learning Outcomes:

- Describe the history of CNC machining.
- Describe programming data and format.
- Explain the steps for writing turning programs.
- Explain the steps for writing milling programs.
- Prepare G and M code programs required to produce machined parts on CNC turning and machining centers.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MTT 252 - CNC Set Up and Operations

Class: 2 **Lab:** 6 **Credits:** 4

This course covers CNC setup and operations.

Prerequisites: Take MTT 250 with a minimum grade grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the basic layout of CNC controls.
- Demonstrate proper start-up procedures.
- Demonstrate WPC set-up and workshift.
- Demonstrate tool offsets and tool lengths.
- Demonstrate basic set-up and programming format.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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- Classroom Behavior (traditional and online)

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**Official Course Syllabus
2020-2021**

MTT 254 - CNC Programming I

Class: Lab: 9 Credits: 3

This course is a study of CNC programming, including machine language and computer assisted programming.

Prerequisites: Take MTT 252 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Demonstrate common programming features required to operate CNC Lathes and Mills
- Demonstrate CNC techniques for specific machining operations.
- Demonstrate machining practices using tool offsets and workshifts.
- Write CNC programs for turning and milling machines.
- Complete NIMS Level I CNC Turning Operator and CNC Milling Operator Online Exams.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



MTT 255 - CNC Programing II

Class: 1 **Lab:** 6 **Credits:** 3

This course includes CNC programming with simulated production conditions.

Prerequisites: Take MTT 254.

Course Topics:

Polar and Helical Programming
Sub-Programming Codes
4th Axis Programming

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Demonstrate Programming Techniques using Polar and Helical Interpolation.
Demonstrate Programming Techniques using Sub-routines.
Demonstrate CNC Techniques for Advanced Machining Operations.
Set up and operate Multi-Axis CNC equipment.
Program and edit CNC programs.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

MTT 258 - Machine Tool Cam

Class: 1 Lab: 6 Credits: 3

This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

Prerequisites: Take MTT 249.

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](#).

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

Student Learning Outcomes:

- Complete Geometry for Milling and Turning Operations.
- Demonstrate CAD/CAM Programming features used in Milling Operations.
- Demonstrate CAD/CAM Programming features used in Turning Operations.
- Complete Post-Processing Operations for CNC Machining.
- Create successful CNC programs using the CAM software.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

MTT 270 - Operation and Programming of Coordinate Measuring Machines

Class: 3 **Lab:** **Credits:** 3

This course is a study of the operation, application and programming of coordinate measuring machines (CMM).

Prerequisites: Take EGT 108, EGT 152, MAT 155 and MTT 112.

Course Topics:

Cartesian Measurement
PC DEMIS Software
CMM Measurement

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Explain Cartesian Measurement.
Explain and demonstrate Gaging and Inspection Techniques.
Setup, operate and program the CMM.
Produce report page comparing an inspected part's measured dimensions to blueprint requirements.
Use the controls and software for operating a CMM.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MTT 285 - NIMS Level I Capstone

Class: 1 Lab: 9 Credits: 4

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.

Prerequisites: Take MTT 113 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Explain the NIMS Level I Credentialing Process.

Produce three Level I manual machining projects.

Demonstrate proper shop safety and machine safety procedures.

Exhibit appropriate personal protective equipment.

Successfully complete three online exams required by NIMS to fulfill Level I accreditation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



MUS 101 - Chorus I

Class: Lab: 3 Credits: 1

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](#).

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

Student Learning Outcomes:

Demonstrate the basics of singing, such as correct posture, diction, and breathing techniques.
Perform music using proper breath control, musical phrasing, and artistic interpretations.
Practice and perform a variety of styles within the choral genre.
Discuss the influence of culture on the choral genre and singing styles.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MUS 102 - Chorus II

Class: Lab: 3 Credits: 1

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](#).

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

Student Learning Outcomes:

Demonstrate the basics of singing, such as correct posture, diction, and breathing techniques.
Demonstrate common rehearsal techniques utilized within vocal ensembles.
Perform music using proper breath control, musical phrasing, and artistic interpretations.
Practice and perform a variety of styles within the choral genre.
Describe the influence of culture on the choral genre and singing styles.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MUS 103 - Chorus III

Class: 0 **Lab:** 3 **Credits:** 1

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](#).

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

Student Learning Outcomes:

Demonstrate knowledge about the basics of singing such as correct posture, diction, and breathing techniques
Apply rudimentary elements of sight-singing, rhythms, and phrasing
Demonstrate knowledge about common rehearsal techniques within a large vocal ensemble
Perform music using proper breath control, musical phrasing, and artistic interpretations
Practice and perform a variety of styles within the choral genre
Apply knowledge of the influence of culture on the choral genre and singing styles.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



MUS 104 - Chorus IV

Class: 0 **Lab:** 3 **Credits:** 1

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](#).

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

Student Learning Outcomes:

Demonstrate knowledge about the basics of singing such as correct posture, diction, and breathing techniques
Apply rudimentary elements of sight-singing, rhythms, and phrasing
Demonstrate knowledge about common rehearsal techniques within a large vocal ensemble
Perform music using proper breath control, musical phrasing, and artistic interpretations
Practice and perform a variety of styles within the choral genre
Apply knowledge of the influence of culture on the choral genre and singing styles.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MUS 105 - Music Appreciation

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

- Identify the basic elements of music including the sounds of different instruments and instrumental families.
- Distinguish the characteristics of various historical periods.
- Identify aural elements of music.
- Name and describe the contributions of great composers of different periods.
- Communicate the similarities and differences heard within multiple musical compositions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

MUS 107 - History of American Popular Music

Class: 3 **Lab:** 0 **Credits:** 3

This course is a study of representative artists, social and cultural significance, and historical recordings in the development of American popular music from the Colonial era through the end of the twentieth century.

Prerequisites: Take ENG 100, RDG 100 with a minimum grade of "C".

Course Topics:

Music in the Colonial era to the Civil War
Music during the Civil War to WWII
American music between the wars
1930s and the WWII era
The Great Migration and Post-WWII eras
Post-WWII Rhythm and Blues/Rock 'n' Roll
Music in the 1950s and early 1960s
Music and Social Movements
1970s: from Soul to Funk to Disco
1970s: Rock Comes of Age
1970s: Outsider Music
1980s: Digital Revolution and the Rise of Synth
1990s: Alternative, Hip-Hop, and E.D.M

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

Spotify account: (free) <https://www.spotify.com/us/>
Reliable internet access using a desktop or laptop computer
Headphones and the ability to listen to audio on a computer

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

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

Student Learning Outcomes:

Create coherent, grammatically correct written responses to prompts and questions about popular music.
Distinguish between pertinent and irrelevant information when researching a popular music topic.
Demonstrate knowledge of cultural diversity in popular music.
Explain how the contributions of diverse cultural and identity groups have shaped American society and popular music.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

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



MUS 110 - Music Fundamentals

Class: 3 **Lab:** 0 **Credits:** 3

This course is an introduction to the elements of music and music notation with keyboard applications.

Prerequisites: Take ENG 100, RDG 100 with a minimum grade of "C".

Course Topics:

- Pitch notation, accidentals, and half and whole steps
- Simple and compound meters
- Beat subdivisions and syncopation
- Scales and keys
- Intervals
- Chords
- Melody harmonization
- Basic song-writing styles

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

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

Student Learning Outcomes:

- Visually identify the basic constructs of keyboard-based music theory
- Aurally distinguish the different components of foundational musical theory.
- Notate the fundamental forms of basic music theory components.
- Demonstrate the knowledge of fundamental music theory formal structures through writing a song utilizing a basic prescribed style..

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

NUR 106 - Pharmacologic Basics in Nursing Practice

Class: 1 Lab: 3 Credits: 2

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.

Corequisites: Take NUR 120 and NUR 138.

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](#).

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

Student Learning Outcomes:

Recall principles of dimensional analysis to correctly calculate drug dosages.
Identify classifications and indications of drugs used in treating specific medical/surgical conditions.
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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



NUR 120 - Basic Nursing Concepts

Class: 3 **Lab:** 12 **Credits:** 7

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.

Corequisites: Take NUR 106 and NUR 138.

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](#).

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 Han

Grading System: A 90 - 100

B 80 - 89
C 70 - 79
D 60 - 69
F 0 - 59

Student Learning Outcomes:

Identify the patient's basic biological, psychological, sociocultural and spiritual needs at a beginning level.

Apply critical thinking skills, at a beginning level, in the use of the nursing process when caring for assigned patients.

Verbalize the impact that cultural beliefs and values have in the performance of nursing skills.

Demonstrate caring behaviors in interactions with patients, family members, peers and faculty.

Utilize accepted principles and procedures for providing safe and effective nursing care in the performance of psychomotor skills.

Apply principles and techniques of therapeutic communication, at a beginning level, with patients, family members, staff, peers and faculty.

Demonstrate appropriate actions regarding nursing practice consistent with professional values and ethical, legal, and regulatory guidelines.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

NUR 138 - Basic Health Assessment Skills

Class: 1 **Lab:** 3 **Credits:** 2

This course is a study of the cognitive, psychomotor, and technological skills necessary to perform a basic health assessment for adult clients.

Corequisites: Take NUR 106 and NUR 120.

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](#).

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

Student Learning Outcomes:

Assign patient-directed questions to their appropriate question category (e.g., past medical history).

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.

Choose appropriate HPI (history of present illness) questions to obtain information about a presenting client's chief complaint.

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.).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

NUR 148 - Obstetric, Neonatal, and Women's Health Nursing

Class: 3 **Lab:** 6 **Credits:** 5

This course focuses on the nursing care of low-risk and high-risk obstetric clients, low risk neonates and women throughout their life spans.

Prerequisites: Take NUR 106, NUR 120, NUR 138 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 165.

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](#).

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

Student Learning Outcomes:

Analyze and interpret an electronic fetal monitor strip for signs of fetal compromise/acidosis.
Identify appropriate nursing interventions for the treatment of the potentially hypoxic/acidotic fetus.

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.)

Provide culturally competent care to women of childbearing age and to their families/friends in the healthcare setting.

Devise and develop a nursing plan of care for an antepartum/intrapartum/postpartum/or neonatal client.

Identify and provide situation-appropriate care to female patients and normal newborns.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

NUR 165 - Nursing Concepts and Clinical Practice I

Class: 3 **Lab:** 9 **Credits:** 6

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.

Prerequisites: Take NUR 106, NUR 120, NUR 138 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 148.

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](#).

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

Student Learning Outcomes:

- Examine and discuss the impact of various local, state, and national level health care initiatives.
- Compare and contrast the etiology, clinical manifestations, medication management, collaborative care, and nursing management for selected disease processes.
- Describe the purpose, result significance, and nursing responsibilities related to specific diagnostic testing.
- Differentiate normal from common abnormal findings within selected disease processes.
- Identify common nursing interventions, rationales, and expected outcomes related to client teaching for individual management of selected common disease processes.

Demonstrate critical thinking by combining knowledge of selected disease processes and assessment data to formulate desired outcomes.

Collaborate and communicate with other health care providers to resolve, improve, or provide optimal care for client disease processes.

For SCCOnline Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

NUR 212 - Nursing Care of Children

Class: 2 Lab: 6 Credits: 4

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.

Prerequisites: Take NUR 106, NUR 120, NUR 138, NUR 148, NUR 165 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 212 and NUR 224.

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](#).

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

Student Learning Outcomes:

Identify age/developmentally appropriate nursing care and interventions for the pediatric patient. Compare and contrast the etiology, clinical manifestations, assessment strategies, medication and therapeutic management utilized in the nursing care of infants and children.

Identify and discuss the impact of legal and ethical obligations of the healthcare professional in relationship to the care of the pediatric patient.

Identify the significance of nursing responsibilities related to specific diagnostic testing for the hospitalized infant/child.

Demonstrate problem solving competency through identification of nursing interventions, rationales and teaching initiatives for the healthy or sick infant/pediatric patient.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

NUR 214 - Mental Health Nursing

Class: 2 Lab: 6 Credits: 4

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.

Prerequisites: Take NUR 106, NUR 120, NUR 138, NUR 148, and NUR 165 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 212 and NUR 224.

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](#).

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

Student Learning Outcomes:

- Analyze legal and ethical considerations in caring for the mentally ill client.
- Identify and discuss current concerns in various age groups related to mental illness societal trends.
- Discuss the differences and special considerations related to care of voluntary versus involuntary admission status clients.
- Discuss the implications of psychobiological concepts to the practice of mental health nursing.
- Demonstrate therapeutic communication and relationship development in the mental health setting.
- Discuss nursing implications for various currently relevant treatment modalities and medications prescribed in the care of clients diagnosed with common mental health illnesses.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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



**Official Course Syllabus
2020-2021**

NUR 224 - Advanced Alterations in Health II

Class: Lab: 3 Credits: 1

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.

Prerequisites: Take NUR 106, NUR 120, NUR 138, NUR 148, and NUR 165 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 212 and NUR 214.

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](#).

Required Materials:

- ATI material for third semester students.
- Spartanburg Community College Associate Degree of Nursing Handbook 2014-2015 (online)

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

- Compare the physiological and psychological care for the client.
- Use critical thinking methods in solving client-based scenarios.
- Identify nursing interventions, rationales and expected outcomes related to the management of the client.
- Differentiate between the etiology, clinical manifestations, nursing management, collaborative care and drug therapy for the client.
- Collaborate with health care professionals to resolve/improve any of the above mentioned topics as well as provide optimal care for clients.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

NUR 265 - Nursing Concepts and Clinical Practice II

Class: 3 **Lab:** 9 **Credits:** 6

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.

Prerequisites: Take NUR 106, NUR 120, NUR 138, NUR 148, NUR 165, NUR 212, NUR 214, and NUR 224 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 265 and NUR 271.

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](#).

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

Student Learning Outcomes:

Assess and manage abnormal patient data, labs, nursing diagnoses, nursing interventions and evaluation for the patients with fluid, electrolyte, and acid base imbalances requiring intravenous therapy and nutrition.

Develop and collaborate on physiological and psychological care for the client who has experienced burn injuries or trauma.

Develop and collaborate physiological and psychological care for clients experiencing respiratory failure, associated diseases and those requiring ventilator assistance.

Develop and collaborate on physiological and psychological care for a client experiencing shock, sepsis or multiple organ dysfunction syndrome.

Develop and collaborate on physiological and psychological care for clients who have experienced cardiovascular compromise, dysrhythmias or acute cardiac injury.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

NUR 270 - Principles of Management and Leadership

Class: Lab: 3 **Credits:** 1

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.

Prerequisites: Take NUR 106, NUR 120, NUR 138, NUR 148, NUR 165, NUR 212, NUR 214, and NUR 224 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 265 and NUR 271.

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](#).

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

Student Learning Outcomes:

Compare and contrast the different leadership styles that examine organizational, management, and leadership theories affecting the delivery of nursing care.

Summarize the importance of assigning, delegating and supervision as it relates to the nursing profession.

Recognize ethical, legal, social cultural, political and economic issues which impact health care delivery and client care.

Demonstrate a working knowledge of safety and injury prevention as it relates to client care.

Demonstrate proficient knowledge of nursing care of the client using the nursing process.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

NUR 271 - Management and Leadership Practicum

Class: Lab: 6 Credits: 2

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.

Prerequisites: Take NUR 106, NUR 120, NUR 138, NUR 148, NUR 165, NUR 212, NUR 214, and NUR 224 with a minimum grade of "B" (80%) required.

Corequisites: Take NUR 265 and NUR 270.

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](#).

Required Materials:

Stethoscope
Nursing uniform
Pin light

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

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.

Assess and document (according to institution policies) disease processes, medication effects, treatments, etc. in timely manner.

Practice appropriate professional behavior, accountability, responsibility, and verbal and non-verbal communication skills with clients, significant others, and all members of the healthcare team.

Explain and document (according to institution policies) the disease processes, medications, treatments, etc. to clients and significant others prior to discharge.

Demonstrate an environment of confidentiality, caring and support of the client's decisions regarding culture, values, beliefs and lifestyles through an interdisciplinary approach.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PCT 131 - Health, Safety & Environment for Process Industry

Class: 2 Lab: Credits: 2

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](#).

Required Materials:

- Safety Glasses

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Identify the types of Safety, Health, and Environmental hazards and the consequences of these hazards within a plant environment.

- Explain safe chemical hygiene techniques.

- Describe the various types and applications of hazard controls (administrative, engineering, personal protective equipment) within a plant environment.

- Explain how each of the fourteen elements of PSM (Process Safety Management) work together for safety of plant personnel.

- Explain how to respond to various types of emergencies (fires, spills, vapor releases, natural disasters, etc.).

- Assess the vulnerabilities, risks and threats associated with the process industries (terroristic, cyber security, workplace violence, suspicious activities, etc.).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PCT 132 - Process Technology - Operations

Class: 1 **Lab:** 6 **Credits:** 3

This course explores standard industry practices with regards to procedure, safety, operations, commissioning, startup, and shutdown of process equipment.

Corequisites: Take PCT 131.

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](#).

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

Student Learning Outcomes:

Using process diagrams (P&IDs, PFDs) and operating procedures, explain how an operator would startup and operate a plant under normal operating conditions.

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.

Determine the roles and responsibilities of a process technician during normal operating activities (shift change, monitoring controls and equipment, sampling, communications, etc.).

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.

Explain the major steps performed during normal shutdown activities, including meeting safety and environmental regulations.

Explain steps taken to safely take equipment into and out of service for maintenance and shutdown activities.

Adhere to industrial health, safety, and environmental practices.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

PCT 133 - Process Technology - Equipment

Class: 2 Lab: 6 Credits: 4

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](#).

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

Student Learning Outcomes:

- Explain how various types of major process equipment work.
- Demonstrate how to put these pieces of equipment into and out of service using established lockout/tagout procedures.
- Explain the environmental, health and safety considerations for common process equipment.
- Explain the various types of routine maintenance required for common process equipment.
- Identify the pieces of equipment in process flow diagrams.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
- Academic Misconduct
- Add/Drop period
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PCT 134 - Process Technology - Instrumentation

Class: 2 Lab: 3 Credits: 3

This course details the function, working principles, and application of common process instrumentation elements, and open and closed loop control schemes.

Prerequisites: Take EEM 117.

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](#).

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

Student Learning Outcomes:

Using knowledge of symbols, process diagrams and instrumentation, sketch a simple process diagram, including control loops.

Describe the various process variables (flow, level, pressure, temperature, analytical, etc.) found in a plant.

Explain how instruments are used to sense, measure, and transmit this information to the control system.

Identify the types of control loops (simple and complex) and explain their operation.

Identify the components of a closed control loop (primary element, transmitter, controller, transducer, final element) and their interrelationships.

Explain typical instrument malfunctions found in control loops and how they may affect a process (cause and effect).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PCT 135 - Process Technology - Basic Measurements

Class: 1 Lab: 3 Credits: 2

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](#).

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

Student Learning Outcomes:

- Determine the correct measurement tool for many common applications.
- Perform hand measurements on many common measurement tools with high accuracy and repeatability.
- Maintain measurement tools with regards to best safety practice and tool life.
- Convert and use common units interchangeably.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PCT 241 - Process Technology - Systems

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take PCT 133.

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](#).

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

Student Learning Outcomes:

Utilize process drawings, process controls, and energy/material balances associated with process systems.

Explain the combinations of equipment used in typical unit operations (reaction and separation systems) and the relationships among the different pieces of the equipment.

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.

Explain the specific safety, health, and environmental concerns (examples: relief and flare systems, emergency shutdowns, etc.) associated with process systems.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PCT 242 - Process Technology - Quality

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

Explain the effects of the quality movement in the United States and how it has impacted economics and customer expectations.

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.

Explain continuous improvement and how it is used to optimize processes and/or resolve operational issues.

Analyze information using process data, control charts and Quality Tools (QT).

Determine corrective and/or preventive action(s) as a team using prepared control charts, data analysis, and interpreted process control information.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PCT 243 - Process Technology - Troubleshooting

Class: 2 **Lab:** 6 **Credits:** 4

This course examines the development of techniques to detect process issues in real time and take the appropriate corrective action.

Prerequisites: Take PCT 132, PCT 133 and PCT 134.

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](#).

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

Student Learning Outcomes:

Explain how equipment and/or instrument malfunctions may affect a system.

Explain the domino effect between inter-related systems (how a malfunction in one system affects another system).

Determine a process control problem through monitoring instruments and equipment (collecting data) and effective communication.

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.

Adhere to standards of professional behavior.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PHI 101 - Intro to Philosophy

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

Identify the various philosophical theories by their terms and basic themes.
Articulate the strengths and weaknesses of the major philosophical theories.
Analyze competing philosophical claims from the different philosophical theories.
Evaluate arguments on major issues such as the death penalty, abortion and intelligent design.
Correlate the major philosophical traditions with the primary founders and writers in each tradition.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PHI 105 - Introduction to Logic

Class: 3 **Lab:** **Credits:** 3

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

Course Topics:

Various forms of fallacious arguments and argument forms that are valid.
Formal argument analysis including Categorical Syllagisms and truth tables.
Inductive arguments and statistical reasoning.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Identify the various fallacies used in faulty arguments.
Explain the methods used to discern valid deductive arguments.
Analyze the various forms of inductive arguments such as Analogical and Statistical reasoning.
Articulate different kinds of logic such as Fuzzy Loic and the Toulmin argument model.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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Standard SCC Course Policies: Please review the [Standard SCC Course Polices](#) on the following topics:

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- Withdrawal Policy



PHI 110 - Ethics

Class: 3 **Lab:** **Credits:** 3

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

Identify the various philosophical theories by their terms and basic themes.
Articulate the strengths and weaknesses of the major philosophical theories.
Analyze competing philosophical claims from the different philosophical theories.
Evaluate arguments on major issues such as the death penalty, abortion and intelligent design.
Correlate the major philosophical traditions with the primary founders and writers in each tradition.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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- Online Confidentiality
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**Official Course Syllabus
2020-2021**

PHM 101 - Introduction to Pharmacy

Class: 3 **Lab:** **Credits:** 3

This course provides a study of and introduction to pharmacy and the role in providing patient care services.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

Corequisites: Take PHM 110, PHM 112 and PHM 114.

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](#).

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

Student Learning Outcomes:

- Describe the evolution of pharmacy practice.
- 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.
- Describe the key legislative acts governing pharmacy practice.
- Distinguish between the different dosage formulations and routes of administration used in various pharmacy settings.
- Distinguish between medical and pharmaceutical terminology.
- Distinguish between common pharmacy references and drug information resources.
- Describe inventory management and financial issues with regard to community and institutional pharmacy.
- Differentiate between the various pharmacy practice settings.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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**Official Course Syllabus
2020-2021**

PHM 103 - Pharmacy Law and Ethics

Class: 2 Lab: Credits: 2

This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services.

Prerequisites: Take PHM 101, PHM 110, PHM 112, and PHM 114 with a minimum Grade of "C".

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](#).

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

Student Learning Outcomes:

- Explain why knowledge of the law is important to pharmacy technician.
- Define malpractice as it relates to pharmacy technicians.
- List the major points in the codes of ethics for pharmacists and pharmacy technicians.
- Discuss the role of pharmacist and technicians in following OSHA standards in the pharmacy.
- Identify the significance of each controlled substance schedule.
- Explain how the HIPAA Privacy Rule benefits the pharmacy and patients.
- Describe the state boards of pharmacy.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity

- Academic Misconduct
- Add/Drop period
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



PHM 110 - Pharmacy Practice

Class: 3 Lab: 3 Credits: 4

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe overall community pharmacy operations and general responsibilities of the pharmacy technician with regard to all aspects of prescription and over-the-counter drugs.

- Describe common situations in which compounding is required, identifying rational and examples of nonsterile compounding.

- Describe overall institutional pharmacy operations and general responsibilities of the pharmacy technician within their scope of practice.

- Recognize the importance of proper aseptic technique which is required for sterile compounding to prevent unnecessary contamination according to USP 797 standards and guidelines.

- Recognize the importance of infection control in the preparation of sterile compounding.

- Recognize the magnitude of medical and medication errors, and general responsibilities of the pharmacy technician in their role to minimize or eliminate future errors.

- Identify the importance of excellent customer service, including the development of good interpersonal skills.

- Recognize the importance of becoming a national certified pharmacy technician and the opportunities within the profession after certification.

- Demonstrate institutional pharmacy procedures.

- Demonstrate community pharmacy procedures.

- Demonstrate nonsterile compounding pharmacy procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
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**Official Course Syllabus
2020-2021**

PHM 111 - Applied Pharmacy Practice Laboratory

Class: Lab: 6 **Credits:** 2

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.

Prerequisites: Take PHM 101, PHM 110, PHM 112, and PHM 114 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Demonstrate understanding of the pharmacy technician's role in the medication-use process in various pharmacy practice settings.

Perform mathematical calculations essential to the duties of pharmacy technician's role in various pharmacy practice settings.

Translate pharmacy and medical terminology, abbreviations, and symbols that are used in the prescription and medication orders.

Demonstrate the proper procedures and techniques used in the preparation of prescriptions and medication orders in various pharmacy practice settings.

Demonstrate the proper use of literature to gain necessary drug information.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PHM 112 - Pharmacy Math

Class: 2 Lab: Credits: 2

This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.

Prerequisites: Take MAT 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Calculate basic mathematical functions.
Apply rations, proportion, and percent's in problem calculations.
Interpret prescriptions, medication orders, and drug labels.
Calculate the amount of medication to be administered to a patient.

Calculate administration of oral and parenteral medications.
Demonstrate dose specific calculations for special populations based on body weight and patient age.
Calculate basic day-to-day operations of the pharmacy.

For SCCOnline Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PHM 113 - Pharmacy Technician Math

Class: 3 **Lab:** **Credits:** 3

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Course Topics:

- Addition, subtraction, division, and multiplication of fractions, decimals, and whole numbers.
- Conversions between Roman numerals and Arabic numbers.
- Conversion between ratios, proportions, and percents.
- Conversion of percentage of error.
- 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 the elements of the prescriptions, medication orders, and drug designation.
- Interpretation of prescription directions.
- Identification and verification of DEA numbers.
- Calculation of quantity to dispense and estimated day's supply.
- Reconstitution calculations of solutions using powdered medications.
- Percentages and ratio strength dilutions.
- IV flow rates, drop factors, and infusion time.
- Medication dilutions from a concentrate using allegation method.
- Calculations of solid, volumetric and injectable medications including milliequivalents and units.
- Conversion between patient weights in pounds to kilograms.
- Pediatric dosage calculations using various formulas.
- Dosage calculations based on weight and body surface area.
- Calculation amounts needed to enlarge or reduce a formula or recipe in compounded preparations.
- Calculation of weight-in-weight formulations and special dilutions such as TPN.
- Calculation of overhead costs, profits, discount amounts, average wholesale price, inventory turnover rate, and depreciation.
- Calculation of capitation fee and AWP plus fee.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Calculate basic mathematical functions.
- Apply ratios, proportion, and percent's in problem calculations.
- Calculate equivalent measurements within the metric systems.

Interpret prescriptions, medication orders, and drug labels.
Calculate the amount of medication to be administered to a patient.
Calculate administration of oral and parenteral medications.
Demonstrate dose specific calculations for special populations based on body weight and patient age.
Apply operational calculation of Pharmacy.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PHM 114 - Therapeutic Agents I

Class: 3 **Lab:** **Credits:** 3

This course provides an introductory study of therapeutic drug categories.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe the historical development of Pharmacology including the important contributors, events, and resources in the development of pharmacology through the ages.
- Explain the basic concepts of pharmacology in relationship to the pharmacokinetic process.
- Explain the different processes and importance of dispensing medications.
- 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.

Identify the most commonly prescribed drugs.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PHM 124 - Therapeutic Agents II

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

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

Identify and explain the therapeutic and adverse effects of vitamins, over-the-counter medications, supplements, antidotes, and emergency medications.

Identify and explain the most commonly prescribed drugs.

Identify and explain common Look-Alike and Sound-Alike medications.

Identify and explain commonly used medical and pharmaceutical abbreviations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PHM 151 - Pharmacy Clinical Experience

Class: 3 **Lab:** 18 **Credits:** 9

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.

Prerequisites: Take PHM 103, PHM 113, PHM 124, and PHM 250 with a minimum grade of "C".

Corequisites: Take PHM 175.

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](#).

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

Student Learning Outcomes:

Demonstrate personal and interpersonal knowledge and skills necessary to the profession of pharmacy.

Apply foundational professional knowledge and skills required of the pharmacy technician.

Understand the roles and responsibilities of a pharmacy technician in the processing and handling of medications and medication orders.

Understand sterile and non-sterile compounding procedures and guidelines.

Understand procurement, billing, reimbursement, and inventory management.

Apply patient and medication safety practices in all aspects of the pharmacy technician's role.

Describe the use of current technology and informative in the healthcare environment.

Understand regulatory issues in regard to the pharmacy practice.

Apply quality assurance practice to relation to pharmacy practices.

Understand the importance of being equipped for future employment.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PHM 175 - Pharmacy Technician Practicum

Class: 3 **Lab:** **Credits:** 3

This course provides a study of and introduction to the pharmacy in providing patient care services.

Prerequisites: Take PHM 103, PHM 113, PHM 124, and PHM 250 with a minimum grade of "C".

Corequisites: Take PHM 151.

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](#).

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

Student Learning Outcomes:

Demonstrate commitment to excellence in the pharmacy profession and to continuing education and training.

Identify the most commonly prescribed medications, drug classifications, and dosage forms.

Recognize pharmacy laws and regulations essential to the duties of pharmacy technicians.

Understand the requirements of sterile and nonsterile compounding.

Understand the importance of medication safety practices in all aspects of the pharmacy technician's roles.

Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary setting.

Understand the medication order and entry process.

Recognize the roles and responsibilities of pharmacy technician's in inventory management, pharmacy billing, and reimbursement.

Understand pharmacy information system usage and application.

Successfully complete the PTCB National Certification Exam for Pharmacy Technicians.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PHM 250 - Special Topics in Pharmacy

Class: 2 Lab: 3 Credits: 3

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.

Prerequisites: Take PHM 101, PHM 110, PHM 112, and PHM 114 with a minimum grade of "C".

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 Parenteral Nutrition
- Chemotherapy Products and Procedures

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Identify the ethical and legal obligations of sterile compounding personnel, including training and assessment requirements and the procedures for avoiding and reporting medication errors.

Describe the pharmacy environment appropriate for sterile compounding as defined by USP Chapter .

Identify supply items used in sterile compounding, and describe appropriate technique to maintain the sterility of their critical sites.

Translate pharmacy and medical terminology, abbreviations, and symbols that are used in the medication orders and CSP labels utilized in sterile compounding.

Perform the calculations required for dosage determination and solution preparation.

Demonstrate aseptic technique in garbing, hand washing, and hood cleaning utilizing techniques defined in USP Chapter .

Perform sterile compounding procedures to prepare various vial based or ampule-based large volume and small volume preparations.

Prepare specialty admixtures such as narcotic preparations and pediatric CSPs.
Display appropriate technique in the compounding of a TPN preparation.
Identify the procedures for handling hazardous materials such as chemotherapy CSPs.
Exhibit excellent aseptic technique during process validation and assessments of sterile compounding procedures presented in textbook.

For SCCOnline Courses: If the course you are taking is online, please review the SCC Online Policies that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PHS 101 - Physical Science I

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take MAT 102 or MAT 103 and ENG 100, RDG 100 with a minimum grade of "C".

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](#).

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

Grading System: A 90 - 100

- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

Student Learning Outcomes:

- Identify and apply core scientific principles required of all scientific disciplines.
- Describe introductory energy concepts.
- Describe the fundamental properties of matter.
- Identify chemical equations and their parts (coefficients, products, reactants, etc.).
- Describe basic physics principles related to motion.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PHS 102 - Physical Science II

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take PHS 101 with a minimum grade of "C".

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](#).

Required Materials:

- A 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

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Define and apply science-related vocabulary.
- Describe behaviors of projectiles and fluids.
- Describe energy changes, including those involved in phase changes.
- Classify substances (including mixtures and organic compounds) and reactions (including oxidation-reduction reactions and acid-base reactions).
- Describe primary geology concepts, including the rock cycle and plate tectonics.
- Describe the primary features of the solar system and the universe.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

PHY 201 - Physics I

Class: 3 **Lab:** 3 **Credits:** 4

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisites: Take MAT 111 with a minimum grade of "C".

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](#).

Required Materials:

Scientific, graphic calculator (TI series)

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Explain basic physics principles and concepts in kinematics, linear and rotational dynamics, oscillation and wave, and thermodynamics.

Utilize analytical and logical reasoning in solving scientific problems.

Utilize effective strategies to collect, verify, and manage information from a variety of sources.

Demonstrate oral communication skills in collaborative group work and presentations.

Demonstrate competence in the terminology, mathematics, and scientific methods used within the discipline.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PHY 202 - Physics II

Class: 3 **Lab:** 3 **Credits:** 4

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisites: Take PHY 201 with a minimum grade of "C".

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](#).

Required Materials:

Scientific, graphic calculator (TI series)

Grading System: A 90 - 100

B 80 - 89
C 70 - 79
D 60 - 69
F 0 - 59

Student Learning Outcomes:

Explain basic physics principles and concepts in electricity and magnetism, optics, special relativity, elementary quantum mechanics, nuclear physics, and particle physics.

Utilize analytical and logical reasoning in solving scientific problems.

Utilize effective strategies to collect, verify, and manage information from a variety of sources.

Demonstrate oral communication skills in collaborative group work and presentations.

Demonstrate competence in the terminology, mathematics, and scientific methods used within the discipline.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PHY 221 - University Physics I

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take MAT 140 with a minimum grade of "C".

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](#).

Required Materials:

Scientific, graphic calculator (TI series)

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Explain basic physics principles and concepts in kinematics, linear and rotational dynamics, oscillation and wave, and thermodynamics.

Utilize analytical and logical reasoning in solving scientific problems.

Utilize effective strategies to collect, verify, and manage information from a variety of sources.

Demonstrate oral communication skills in collaborative group work and presentations.

Demonstrate competence in the terminology, mathematics, and scientific methods used within the discipline.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PHY 222 - University Physics II

Class: 3 **Lab:** 3 **Credits:** 4

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.

Prerequisites: Take PHY 221 with a minimum grade of "C".

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](#).

Required Materials:

Scientific, graphic calculator (TI series)

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

Explain basic physics principles and concept in electricity and magnetism, optics, special relativity, elementary quantum mechanics, nuclear physics, and particle physics.

Apply fundamental physics principles to obtain qualitative solutions using analytical and logical reasoning.

Use appropriate mathematical and computational techniques to obtain quantitative solutions.

Analyze experimental results to their theoretical prediction within laboratory environment.

Demonstrate oral and written communication skills through group work, lab, and in-class activities, assignment, and report.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PSC 101 - United Nations I

Class: 1 **Lab:** 0 **Credits:** 1

This course is an introduction to the world of international negotiations and diplomacy by preparation for, and participation in, simulations of the United Nations and other international organizations. The countries and issues to be studied will vary.

Prerequisites: Take ENG 101 with a grade of "C" or better.

Course Topics: Students will study all issues pertaining to NATO and NATO member countries.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Instructor will provide resources.

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

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

Demonstrate an understanding of diplomatic debate and diplomacy.

Analyze issues among NATO countries.

Examine NATO's strengths and weaknesses.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

- Academic Integrity
- Academic Misconduct
- Add/Drop period
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- Class Attendance
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PSC 102 - Special Activities in Political Sciences

Class: 2 Lab: Credits: 2

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.

Prerequisites: Take ENG 101 with a minimum grade of "C" required. Instructor approval required.

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](#).

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

Student Learning Outcomes:

- Explain Parliamentary procedure used in the Arab League.
- Describe the geography, history and religion of the Middle East.
- Describe the history, economy, environment, and culture of a specific country in the Middle East.
- Analyze the Arab-Israeli conflict.
- Analyze the present day Middle East.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



PSC 103 - United Nations II

Class: 1 **Lab:** 0 **Credits:** 1

This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

Prerequisites: Take ENG 101 with a minimum grade of "C".

Course Topics: Students will study all issues pertaining to NATO and NATO member countries.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Instructor will provide resources

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

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

Demonstrate an understanding of diplomatic debate and diplomacy.

Analyze issues among NATO countries.

Examine NATO's strengths and weaknesses.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

PSC 104 - United Nations III

Class: 1 **Lab:** 0 **Credits:** 1

This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

Prerequisites: Take ENG 101 with a minimum grade of "C".

Course Topics: Students will study all issues pertaining to NATO and NATO member countries.

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials: Instructor will provide resources.

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

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

Demonstrate an understanding of diplomatic debate and diplomacy.

Analyze issues among NATO countries.

Examine NATO's strengths and weaknesses.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PSC 201 - American Government

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Examine the nature of a democratic republic and the influence of federalism on the US government.

Evaluate how the first amendment has impacted our progression in civil rights and ensuring our civil liberties.

Analyze the influence of interest groups and the media on the political process.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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- Withdrawal Policy



PSC 206 - Politics of the Middle East

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 101 with a minimum grade of "C" required.

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](#).

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

Student Learning Outcomes:

Describe the history of the Middle East referencing its geography as well as the economy, environment and culture of a specific Middle Eastern nation.

Describe the history, economy, environment, and culture of a specific country in the Middle East.

Analyze the present day political stability of the Middle East, including the Arab Israeli Conflict.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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PSC 215 - State and Local Government

Class: 3 **Lab:** **Credits:** 3

This course is a study of state, county, and municipal government systems, including interrelationships among these systems and within the federal government.

Prerequisites: Take RDG 100 and ENG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Discuss the origins and practice of federalism.
Discuss different methods of political participation.
Discuss how the three branches of government operate in the states.
Discuss the functions of local government.
Examine the Constitution.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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

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**Official Course Syllabus
2020-2021**

PSC 220 - Introduction to International Relations

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with minimum grade of "C" required.

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](#).

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

Student Learning Outcomes:

Demonstrate understanding of the terminology used in international relations.

Explain theories and framework of international relations.

Examine the main historical, political, economic, and environmental issues that shape the current world.

Identify the main players in the world's politics: world's powers, leaders, governmental and non-governmental organizations.

Understand the interactions and the balance of power in the world's international arena.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

PSY 103 - Human Relations

Class: 3 **Lab:** **Credits:** 3

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

Prerequisites: Take ENG 032 and RDG 032 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Trace the development of the human relations movement along with associated personal and organizational values.

Describe factors related to individual success.

Summarize motivation in the workplace.

Describe leadership issues.

Identify factors involved in workplace communication.

List contemporary workplace issues.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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PSY 201 - General Psychology

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100, RDG 100 and MAT 101 or MAT 155 or MAT 160 or MAT 170 or MAT 103 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Explain scientific approaches and psychological methods of research.
- Describe the physiological basis of behavior.
- Describe the major issues of the developing person.
- Differentiate between the various states of consciousness.
- Explain the principles and applications of memory.
- Describe the perspectives of personality.
- Differentiate between the clinical features of and the treatment for the psychological disorders.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



PSY 203 - Human Growth and Development

Class: 3 **Lab:** **Credits:** 3

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisites: Take PSY 201 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Distinguish the effects of heredity and environment on prenatal development, birth, and parenting.
- Explain the physical, cognitive, and psychosocial development of infancy and early childhood.
- Analyze the physical, cognitive, and psychosocial development of middle childhood and adolescence.
- Describe the physical, cognitive, and psychosocial changes that occur during early, middle, and late adulthood.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)

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



**Official Course Syllabus
2020-2021**

PSY 212 - Abnormal Psychology

Class: 3 **Lab:** **Credits:** 3

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisites: Take PSY 201 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Apply the biological, psychodynamic, behavioral, cognitive, humanistic, and sociocultural perspectives to explain maladaptive behavior.

Differentiate between the clinical features of and treatment for disorders of adulthood.

Differentiate between the clinical features of and treatment for disorders of childhood.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

PSY 214 - Psychology of the Exceptional Child

Class: 3 **Lab:** **Credits:** 3

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.

Prerequisites: Take PSY 201 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Describe characteristics of children with various disabilities.
- Discuss factors related to children who are gifted and/or talented.
- Trace the development of services to children with exceptionalities from a historical perspective.
- Explain legal issues pertaining to children with exceptionalities.
- Describe how issues related to diversity and the family impact persons with exceptionalities.
- Demonstrate selected teaching/treatment strategies useful in working with exceptional children.
- Identify resources to assist children with special needs.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

RAD 102 - Radiology Patient Care Procedures

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

Demonstrate appropriate patient interaction with emphasis on professionalism, moral and ethics.

Identify and describe the correct technique for evaluating and meeting the physical needs of the patient.

Demonstrate proper methods for safety, transfer, and positioning of a patient.

Analyze and choose the concept appropriate to provide the medical action needed during an acute situation.

Identify means of infection control through aseptic and non-aseptic techniques.

List contrast media used in radiographic studies.

List drugs used during medical emergencies for allergic reactions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

RAD 105 - Radiographic Anatomy

Class: 3 **Lab:** 3 **Credits:** 4

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.

Corequisites: Take RAD 130.

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](#).

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

Student Learning Outcomes:

- Identify all the body systems of the human body.
- Match all organs in the human body to the correct body system to which they are a part of.
- Locate the organs of the body systems in the correct cavities of the human body.
- Explain the function of each body system and organs of the human body.
- Apply knowledge of organs in the body system to determine injury and pathological conditions to the human body.
- Use basic word roots, suffixes and prefixes accurately to build and decode medical terms.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RAD 110 - Radiographic Imaging I

Class: 2 Lab: 3 Credits: 3

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](#).

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

Student Learning Outcomes:

- Recognize and articulate the foundational development of modern radiography.
- Differentiate between rays comprising the electromagnetic spectrum with emphasis on the characteristics and production of x-radiation.
- Apply basic principles in the production of a radiographic image.
- Summarize the construction and significance of medical radiographic film.
- Apply the principles pertinent to radiographic cassettes and intensifying screens for image production.
- Identify and describe components of the processing area which affect quality radiographic imaging.
- Summarize and compare the principles of digital and computerized radiography to conventional radiography.
- Calculate and employ formulas for technique conversions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RAD 115 - Radiographic Imaging II

Class: 2 Lab: 3 Credits: 3

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisites: Take RAD 102, RAD 105, RAD 110, RAD 130, and RAD 153 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Analyze and critique radiographic images for quality factors.
Evaluate factors that affect the production of scatter radiation on an image.
Evaluate methods of improving image quality by reducing the effects of scatter radiation.
Demonstrate the effects that a change in technical formulas would have on the quality of an image.
Apply the basic radiographic principles when utilizing both digital and computed radiography.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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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- Online Confidentiality
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- Withdrawal Policy



RAD 121 - Radiographic Physics

Class: 3 **Lab:** 3 **Credits:** 4

This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Prerequisites: Take RAD 230, and RAD 256 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify basic concepts of radiation science to include systems of measurement and the structure of matter.

Differentiate among basic concepts of electricity.

Differentiate between the principles and concepts of electromagnetism.

Identify the principles and concepts of rectification.

Summarize the properties and production of x-rays.

Relate the parts of the radiographic tube to its efficient operation.

Organize the components of the x-ray circuit in the appropriate working order.

Recognize the principles and functioning of the image intensification system.

Indicate the principles of the automatic exposure control system.

Identify the principles of CT.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

RAD 130 - Radiographic Procedures I

Class: 2 Lab: 3 Credits: 3

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

Corequisites: Take RAD 105.

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](#).

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

Student Learning Outcomes:

Select appropriate radiographic principles for performing routine and non-routine radiographic examinations of the chest, abdomen, upper extremity, and shoulder girdle.

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.

Determine appropriate radiation protection principles for the performance of routine and non-routine radiographic examinations of the chest, abdomen, upper extremity, and shoulder girdle.

Identify radiographic anatomy on completed images of the chest, abdomen, upper extremity, and shoulder girdle.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RAD 136 - Radiographic Procedures II

Class: 2 Lab: 3 Credits: 3

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisites: Take RAD 102, RAD 105, RAD 110, RAD 130, and RAD 153 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Select appropriate radiographic principles for performing routine and non-routine radiographic examinations of the bony thorax, digestive system, lower extremity and vertebral column.

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.

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.

Identify radiographic anatomy on completed images of the bony thorax, digestive system, lower extremity and vertebral column.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

RAD 153 - Applied Radiography I

Class: Lab: 9 Credits: 3

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](#).

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

Student Learning Outcomes:

Communicate and work effectively with the healthcare professionals and patients while demonstrating appropriate radiographic skills.

Perform radiographic procedures tasks.

Practice professional development activities to improve radiographic skills.

Demonstrate compliance to Radiologic Technology Program policies and procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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



RAD 176 - Applied Radiography III

Class: Lab: 18 Credits: 6

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

Prerequisites: Take RAD 102, RAD 105, RAD 110, RAD 130, and RAD 153 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Communicate and work effectively with the healthcare professionals and patients while demonstrating appropriate radiographic skills.

Perform radiographic procedures and tasks.

Practice professional development activities to improve radiographic skills.

Demonstrate adherence to Radiologic Technology Program policies and procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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



RAD 201 - Radiation Biology

Class: 1 Lab: 3 Credits: 2

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.

Prerequisites: Take RAD 102, RAD 105, RAD 110, RAD 130, and RAD 153 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

- Explain how different sources of radiation produce radiant energy.
- Evaluate the biologic interactions or radiation on cells, tissues, organs, and organ systems of the human body.
- Explain the units of measurement for radiant energy and how each applies to various mediums.
- Discuss various radiation monitoring devices and the importance of their use in the radiology profession.
- Apply principles of radiation protection to be used in various situations related to diagnostic radiography.
- List NCRP standards used to provide radiation protection and safety in diagnostic radiography.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
- Add/Drop period
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- Class Attendance
- Classroom Behavior (traditional and online)
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**Official Course Syllabus
2020-2021**

RAD 205 - Radiographic Pathology

Class: 2 Lab: Credits: 2

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisites: Take RAD 121, RAD 268, and RAD 283 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Describe the general principles and terms of pathology.

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

Describe the radiographic appearance of diseases of each body system.

Identify the appropriate technical changes required to best demonstrate each pathological condition.

Research a specific pathology for written and radiographic presentation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
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RAD 225 - Selected Radiographic Topics

Class: 1 Lab: 3 Credits: 2

This course is a study of selected areas related to radiography.

Prerequisites: Take RAD 205, RAD 278, and RAD 282 with a minimum grade of "C".

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](#).

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

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

Student Learning Outcomes:

- Use test taking strategies to enhance performance on mock registry exams.
- Apply the principles of image acquisition and evaluation.
- Apply the principles related to performance of radiographic procedures.
- Apply the principles of Equipment operation and Quality Control.
- Apply principles of radiation protection for occupational workers and the general public.
- Apply the principles of patient care and education in the imaging department.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



RAD 230 - Radiographic Procedures III

Class: 2 Lab: 3 Credits: 3

This course is a study of special radiographic procedures.

Corequisites: Take RAD 115, RAD 136, RAD 201, and RAD 176 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Select appropriate and non-routine radiographic examinations of the skull, facial bones, biliary and urinary systems, to include trauma and surgical exams.

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.

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.

Identify various specialized radiologic procedures performed within the interventional radiology suite.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



RAD 256 - Advanced Radiography I

Class: Lab: 18 Credits: 6

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisites: Take RAD 115, RAD 136, RAD 176, and RAD 201 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Communicate and work effectively with the healthcare professionals and patients while demonstrating appropriate radiographic skills.

Perform radiographic procedures and tasks.

Practice professional development activities to improve radiographic skills.

Demonstrate adherence to Radiologic Technology Program policies and procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



RAD 268 - Advanced Radiography II

Class: Lab: 24 Credits: 8

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisites: Take RAD 230, and RAD 256 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Communicate and work effectively with the healthcare professionals and patients while demonstrating appropriate radiographic skills.

Perform radiographic procedures and tasks.

Practice professional development activities to improve radiographic skills.

Demonstrate adherence to Radiologic Technology Program policies and procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



RAD 278 - Advanced Radiography III

Class: Lab: 24 Credits: 8

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisites: Take RAD 121, RAD 268, and RAD 283 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Communicate and work effectively with the healthcare professionals and patients while demonstrating appropriate radiographic skills.

Perform radiographic procedures and tasks.

Practice professional development activities to improve radiographic skills.

Demonstrate adherence to Radiologic Technology Program policies and procedures.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
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RAD 282 - Imaging Practicum

Class: 2 Lab: Credits: 2

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisites: Take RAD 121, RAD 268, and RAD 283 with a minimum grade of "C"

Course Topics:

- Quality Management
- Pharmacology
- Venipuncture
- Electrocardiography

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Integrate knowledge of radiographic procedures, imaging, and radiation protection to quality assurance and quality control in the radiology department.

Analyze data collected for quality control tests as related to equipment performance.

Identify the radiographer's role in medication and their administration to the patient.

Demonstrate proper venipuncture skills in a simulated situation.

Describe the basic principles of electrocardiography (ECG).

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RAD 283 - Imaging Practicum

Class: 1 Lab: 6 Credits: 3

This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

Prerequisites: Take RAD 230 and RAD 256 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

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.

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.

Identify the basic principles of four of the following special imaging modalities: Interventional Radiology, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Oncology and Ultrasound.

Describe how diagnostic radiography complements the special imaging modalities.

Demonstrate adherence to Radiologic Technology Program policies and procedures while rotating through the various special imaging modalities.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RDG 032 - Developmental Reading

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

Apply reading strategies for previewing new information, integrating knowledge and recalling information

Determine word meaning using vocabulary skills;

Identify the main idea of a reading selection by determining the topic and key details;

Analyze the organizational patterns of texts;

Employ inferential skills to draw conclusions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



RDG 100 - Critical Reading

Class: 3 **Lab:** **Credits:** 3

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Non-degree credit

Prerequisites: Take RDG 032.

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](#).

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

Student Learning Outcomes:

Identify the topic and pattern of organization of a selected passage by applying active reading strategies.

Determine the explicit and implied main idea of a selected passage by using the topic and pattern of organization.

Annotate a passage by identifying and organizing key points in a text.

Communicate effectively by writing reflectively and responding orally to a text.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



REL 101 - Introduction to Religion

Class: 3 **Lab:** **Credits:** 3

This course provides a study of religion and the nature of religious belief and practice.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

Identify the different definitions of religion, along through written exams and class papers.
Analyze and explicate various categories used in comparative religion, such as Ritual, Ethics and Doctrine through class discussion and class papers.
Articulate the strengths and weaknesses of the various definitions of religion on exams and class discussion.
Evaluate current events that involve religious traditions and apply understandings of basic terms and history through class discussion.
Summarize and compare the various examples from specific traditions of categories such as Ritual, Ethics, and Doctrine through exams and papers.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
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REL 104 - Early Christian History and Literature

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100

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](#).

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

Student Learning Outcomes:

Identify cultural and historical influences on Early Christianity through written exams and class papers.

Analyze and explicate the various forms of literature found in the New Testament through class discussion and written exams.

Articulate and compare the differing theologies found in various literary forms in the New Testament through class discussion and written exams.

Analyze competing interpretations of key New Testament passages through class discussion and papers.

Explicate competing claims about non-canonical documents found in current popular media through class discussions and papers.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

REL 105 - Early Jewish History and Literature

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with minimum grade "C".

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](#).

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

Student Learning Outcomes:

Identify historical and cultural influences on Early Judaism through written exams and class papers.

Analyze and explicate different types of literature found in the Hebrew Bible through class discussion and written exams.

Articulate different theological positions found in the various literary genres of the Hebrew Bible through class discussion and written exams.

Analyze competing interpretations of key Hebrew Bible passages through class discussion and papers.

Explicate competing claims about canonical and non-canonical documents found in current popular media through class discussion and papers.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

REL 201 - Religions of the World

Class: 3 **Lab:** **Credits:** 3

This course surveys the major religious traditions of the world.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

Identify the characteristics of various forms of religion through written exams and class papers.
Analyze and explicate differing theologies of various religious traditions on death, evil, human nature and other topics through class discussion and class papers.
Articulate the meanings of basic terminology of specific religious traditions through class discussion and written exams.
Evaluate current events that involve religious traditions and apply understandings of basic terms and history through class discussion.
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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RES 101 - Introduction to Respiratory Care

Class: 2 Lab: 3 Credits: 3

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 diffusion 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](#).

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 6

Student Learning Outcomes:

- Describe the anatomy and physiology of the respiratory system.
- Apply the anatomy and physiology of the respiratory system to ventilation.
- Define and identify lung volumes, capacities and flow measurements to include their normal.
- Apply the factors that involve diffusion of gases within the body.
- Describe the anatomy and physiology of the circulatory system.
- Explain the factors that are involved in oxygen transport throughout the body.
- Explain the factors that involve the movement of carbon dioxide and its role in acid-base balance.
- Explain the effects of aging, high altitude, and high pressure environments on the cardiopulmonary system.
- Define and explain the purposes of the AARC, NBRC, CoARC and patient safety.
- Summarize the ethical and legal implications of medical care

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RES 111 - Pathophysiology

Class: 1 Lab: 3 Credits: 2

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](#).

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 6

Student Learning Outcomes:

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.

Summarize the pathophysiology, clinical features and treatment of oxygenation and ventilation failure.

Summarize the pathophysiology, clinical features and treatment of asthma.

Summarize the pathophysiology, clinical features and treatment of chronic obstructive pulmonary disease to include rehabilitation.

Summarize the pathophysiology, clinical features and treatment of acute respiratory distress syndrome.

Summarize the pathophysiology, clinical features and treatment of chest trauma.

Summarize the pathophysiology, clinical features and treatment of pneumonia.

Summarize the pathophysiology, clinical features and treatment of sleep disorder breathing.

Summarize the pathophysiology, clinical features and treatments of tuberculosis.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RES 121 - Respiratory Skills I

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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 6

Student Learning Outcomes:

- Explain the principles of infection control.
- Demonstrate the procedures associated with the bedside assessment of the patient.
- Simulate proper patient safety, communication and record keeping.
- Evaluate the storage and delivery systems of medical gases.
- Administer the delivery of medical gas therapy.
- Illustrate the delivery of humidity and bland aerosol therapy.
- Demonstrate the proper administration of medicated aerosol modalities.
- Analyze quality assurance and outcomes assessment in respiratory care.
- Practice evidenced based care.
- Evaluate statistics used in respiratory care research.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RES 123 - Cardiopulmonary Physiology

Class: 3 **Lab:** **Credits:** 3

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](#).

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 6

Student Learning Outcomes:

Evaluate the pulmonary anatomy and physiology to include a full physical assessment of the system.

Evaluate the cardiovascular anatomy and physiology to include a full physical assessment of the system.

Analyze the operation of a fluid-filled system.

Analyze arterial pressure monitoring to include placement of an indwelling arterial catheter.

Analyze pulmonary artery pressure monitoring.

Identify and evaluate techniques used to monitor cardiac output.

Summarize the continuous monitoring of mixed venous oxygen saturation.

Summarize the pharmacologic influences on hemodynamic parameters.

Summarize the monitoring of a patient in shock.

Evaluate weekly literature searches involving differing aspects of cardiopulmonary physiology.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

RES 131 - Respiratory Skills II

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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 6

Student Learning Outcomes:

Explain and demonstrate proficiency in hyperinflation therapy techniques, goals and clinical objectives.

Compare and perform the proper techniques and potential benefits of each of the commonly used bronchial hygiene adjuncts.

Explain and demonstrate proficiency in airway selection, insertion and maintenance of the non-intubated patient.

Perform the electrocardiograph procedure.

Explain and demonstrate proficiency in arterial blood gas sampling.

Administer pulmonary function testing.

Apply the principals of a 12-lead ECG.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

RES 141 - Respiratory Skills III

Class: 2 Lab: 3 Credits: 3

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](#).

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 6

Student Learning Outcomes:

- Establish the need for mechanical ventilation.
- Demonstrate non-invasive ventilation.
- Select the ventilator and the mode based on clinical finding and assessment data.
- Determine initial ventilator settings.
- Modify ventilator settings based on patient clinical findings.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Class Attendance
- Classroom Behavior (traditional and online)
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- Online Confidentiality
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

RES 151 - Clinical Applications I

Class: Lab: 15 Credits: 5

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](#).

Required Materials:

- Required uniform
- Name tag
- Student patch
- Watch with a second hand
- Stethoscope
- Scissors
- Calculator
- Black ink pen
- Clinical syllabus and clinical log forms as outlined in the student handbook.
- The student is also required to maintain a cu

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 6

Student Learning Outcomes:

- Demonstrate concepts and theory of adult floor therapy learned in the classroom.
- Demonstrate concepts and principals of adult floor therapy learned in the laboratory setting.
- Demonstrate cognitive competency in adult floor therapy.
- Demonstrate psychomotor skills in adult floor therapy classroom and laboratory setting.
- Explain the theory, operation, cleaning, storage, assembly and use of equipment used in the performance of respiratory care.
- Summarize the ethical and legal implications of medical care.
- Examine the factors of communication related to cultural diversity in the health care setting.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

RES 152 - Clinical Applications II

Class: Lab: 9 Credits: 3

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](#).

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
BI

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 6

Student Learning Outcomes:

Demonstrate concepts and principals of adult floor therapy learned in the classroom and laboratory setting.

Demonstrate competency in the performance of adult floor therapy learned in the classroom and laboratory setting.

Demonstrate knowledge of the theory, operation, cleaning, storage, assembly, and use of equipment used in respiratory care.

Develop and demonstrate the patient assessment process with physician interactions.

Conduct himself/herself in an ethical and professional manner.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RES 204 - Neonatal/Pediatric Care

Class: 3 Lab: Credits: 3

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](#).

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 6

Student Learning Outcomes:

- Summarize the development and care of the fetus from conception through birth.
- Recommend care for a neonatal or pediatric patient.
- Differentiate the causes and care of illness in perinatal and pediatric patients.
- Initiate mechanical ventilation for a neonatal or pediatric patient.
- Modify oxygenation and ventilation in the neonatal and pediatric patient.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RES 242 - Advanced Respiratory Care Transition

Class: 1 **Lab:** **Credits:** 1

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](#).

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 6

Student Learning Outcomes:

Prepare for successful completion of the written board exam.

Analyze test-taking strategies to enhance performance on standardized tests.

Review cognitive material relevant to the Advanced-Level Respiratory Care Practitioner.

Describe the three different types of exam questions found on the NBRC credentialing examination.

Practice examination questions in preparation for the national credential examinations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

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

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- Academic Misconduct
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RES 244 - Advanced Respiratory Skills I

Class: 3 **Lab:** 3 **Credits:** 4

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](#).

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 6

Student Learning Outcomes:

- Review the history of ventilation, modes and terminology and, basic ventilator graphics.
- Illustrate the advanced terms and concepts of mechanical ventilation.
- Demonstrate an understanding of how ventilators work.
- Diagram how a ventilator breath is delivered in each mode.
- Compare and contrast the relationship between volume, pressure, flow and time as they relate to advanced ventilator graphics.
- Outline the processes associated with ventilator liberation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RES 245 - Advanced Respiratory Skills II

Class: 1 Lab: 3 Credits: 2

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](#).

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 6

Student Learning Outcomes:

- Evaluate mechanical ventilation to avoid lung injury.
- Modify ventilator management to maximize oxygen delivery and carbon dioxide removal.
- Differentiate between obstructive and restrictive lung disease and how each is managed using mechanical ventilation.
- Predict the effects of mechanical ventilation on the organ systems of the body.
- Solve alarm situations involving mechanical ventilators.
- Justify and integrate the use of non-traditional mechanical ventilation approaches.
- Choose the appropriate method to assess the respiratory function of a patient on mechanical ventilation.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RES 246 - Respiratory Pharmacology

Class: 1 Lab: 3 Credits: 2

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](#).

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 6

Student Learning Outcomes:

Summarize the general pharmacological principles.
Diagram the sources of drugs, effects of drugs on the body and factors that alter drug effects.
Compare and contrast the physiology of the sympathetic and parasympathetic nervous.
Outline the mechanism of action of adrenergic, antiadrenergic, cholinergic, anticholinergic drugs, and aerosolized antimicrobials.
Explain the mechanism of action of respiratory care medications.
Analyze a case study and recommend the appropriate respiratory care medication to administer.
Given a case study, appropriately modify the medication regimen.
Recognize side effects to respiratory care medications.
Analyze the medication regimen for a case study patient and deduce if the regimen is appropriate.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RES 247 - Advanced Respiratory Pharmacology

Class: 2 Lab: Credits: 2

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](#).

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 6

Student Learning Outcomes:

Interpret ECG's from 3-lead tracings.
Apply the principles of pharmacology to ACLS.
Summarize the general pharmacological principles relating to the use of neuromuscular blocking agents and their mechanism of action.
Apply the principles of pharmacology to the cardiovascular system.
Apply the principles of pharmacology to drugs affecting the circulation.
Apply the principles of pharmacology to diuretic agents.
Summarize the effects of smoking on the cardiopulmonary and other organ systems and pharmacologic agents to aid in smoking cessation.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Mandatory Attendance Requirement
- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RES 255 - Clinical Practice

Class: Lab: 15 Credits: 5

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](#).

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
- BI

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 6

Student Learning Outcomes:

Demonstrate concepts and principals of adult floor therapy learned in the classroom and laboratory setting.

Demonstrate competency in the performance of adult floor therapy learned in the classroom and laboratory setting.

Demonstrate knowledge of the theory, operation, cleaning, storage, assembly, and use of equipment used in respiratory care.

Develop and demonstrate the patient assessment process with physician interactions.

Conduct himself/herself in an ethical and professional manner.

Prepare for mass casualties/disasters.

Complete FEMA 100, 200 and 700 modules.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

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

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



RES 275 - Advanced Clinical Practice

Class: Lab: 15 Credits: 5

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
- 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](#).

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
- BI

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 6

Student Learning Outcomes:

Demonstrate concepts, principals, and competency in the performance of adult floor therapy learned in the classroom and laboratory setting.

Demonstrate knowledge of the theory, operation, cleaning, storage, assembly, and use of equipment used in respiratory care.

Plan, implement and modify respiratory care for adult patients in the critical care setting.

Articulate respiratory care provided to patients in neonatal intensive care units.

Develop and demonstrate the patient assessment process.

Conduct himself/herself in an ethical and professional manner.

Distinguish the special considerations for delivery respiratory care in the home care setting.

Demonstrate competency in intubations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

RES 277 - Advanced Clinical Practice II

Class: Lab: 15 Credits: 5

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](#).

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
- BI

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 6

Student Learning Outcomes:

- Demonstrate concepts and principals of adult floor therapy learned in the classroom and laboratory setting.

- Demonstrate competency in the performance of adult floor therapy learned in the classroom and laboratory setting.

- Demonstrate knowledge of the theory, operation, cleaning, storage, assembly, and use of equipment used in respiratory care.

- Plan, implement and modify respiratory care for adult patients in the critical care setting.

- Articulate respiratory care provided to patients in neonatal intensive care units.

- Develop and demonstrate the patient assessment process with physician interactions.

- Conduct himself/herself in an ethical and professional manner.

- Administer emergency care to patients during an EMS Rotation at the discretion of EMS personnel.

- Independently function in the respiratory care setting with minimal supervision, properly performing all treatments and modalities in the assigned area without assistance.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

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**Official Course Syllabus
2020-2021**

RWR 100 - Integrated Transitional Reading and English (Non-Degree Credit)

Class: 3 Lab: Credits: 3

This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Note: Students who complete this course should not enroll in ENG 100 or RDG 100.

Prerequisites: Take RDG 032 and ENG 032 with a minimum grade of "C".

Course Topics:

Summary of Texts
Critical Thinking Skills
Composition writing
Revision

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Summarize a text to include annotating and outlining.
Evaluate the relevance, quantity, and quality of ideas and information in establishing a claim.
Compose a variety of compositions to include a functional thesis statement/topic sentence, adequate and specific support, coherence, academic style, and mechanical proficiency.
Incorporate relevant ideas and words of other writers through paraphrase and quotations.
Revise a text and a self-generated composition for direction, support, coherence, and mechanical proficiency.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
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- Proctored Exams

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

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**Official Course Syllabus
2020-2021**

SAC 101 - Best Practices in School -Age and Youth Care Skills

Class: 3 **Lab:** **Credits:** 3

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](#).

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

Student Learning Outcomes:

Select space, time, and materials to plan developmentally appropriate experiences that encourage children's play, exploration, and learning. (NAEYC 1a, 1c)

Identify the principles of child growth and development to serve as a foundation for working effectively with young children. (NAEYC 1a)

Identify strategies and techniques for providing a supportive environment in which children can develop self-control and interact positively with others. (NAEYC 1c)

Name strategies for establishing and maintaining positive and productive relationships with families. (NAEYC 2a)

Identify community resources to assist children with diverse abilities, their families, and early care and education professionals. (NAEYC1b, 2b, 2c, 3d)

Identify national, state and local standards, policies, regulations, and laws that are applicable to school-age care programs. (NAEYC 6a, 6d)

Demonstrate effective strategies and tools for early education, including appropriate uses of technology. (NAEYC 4b)

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SOC 101 - Introduction to Sociology

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Describe the 3 main theoretical perspectives of Sociology.

Explain the concepts of class, race, and gender stratification, including how they are socially constructed.

Analyze social institutions and their impact on the socialization of individuals.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



SOC 102 - Marriage and the Family

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take SOC 101 with a minimum grade of "C" required.

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](#).

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

Student Learning Outcomes:

- Describe how relationships are developed with regard to gender roles, romance, and sexuality.
- Describe the major choices and constraints with regard to parenting and raising children.
- Summarize areas of conflict and crisis in the family.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SOC 205 - Social Problems

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take SOC 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Distinguish the difference between personal and social problems.
Recognize the problems of social inequality.
Identify global social problems.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SPA 101 - Elementary Spanish I

Class: 4 Lab: Credits: 4

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to Hispanic cultures.

Prerequisites: Take ENG 100 and RDG 032.

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](#).

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

Student Learning Outcomes:

Comprehend the main idea of spoken communication in Spanish that includes familiar vocabulary and grammatical structures, as well as cognates of English words.

Converse in Spanish using simple, present-tense constructions on topics of personal interest such as friends, pastimes, and home and university life.

Identify the main ideas and some supporting details of written passages in Spanish.

Compose short (5-10 sentences) paragraphs in Spanish with a focus on providing and obtaining basic information.

Demonstrate appropriate Hispanic cultural behavior in social settings such as meeting and greeting others, expressing likes and dislikes, and asking for and giving directions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SPA 102 - Elementary Spanish II

Class: 4 Lab: Credits: 4

This course continues development of the basic language skills and the study of Hispanic cultures.

Prerequisites: Take SPA 101 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Demonstrate listening comprehension of spoken Spanish.
Develop conversational skills in speaking Spanish.
Demonstrate reading comprehension of written Spanish.
Demonstrate writing comprehension in Spanish.
Demonstrate knowledge of the culture, history, and daily lives of the Spanish-speaking peoples of the world.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SPA 201 - Intermediate Spanish I

Class: 3 **Lab:** **Credits:** 3

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisites: Take SPA 102 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Demonstrate listening comprehension of spoken Spanish.
Develop conversational skills in speaking Spanish.
Demonstrate reading comprehension of written Spanish.
Demonstrate writing comprehension in Spanish.
Demonstrate knowledge of the culture, history, and daily lives of the Spanish-speaking peoples of the world.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



SPA 202 - Intermediate Spanish II

Class: 3 **Lab:** **Credits:** 3

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisites: Take SPA 201 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



SPC 205 - Public Speaking

Class: 3 **Lab:** **Credits:** 3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

- Demonstrate auditory and visual skill in Public Speaking activities by delivering a speech.
- Compose, organize, and outline a speech utilizing an introduction, main points, and conclusion.
- Research, synthesize, and cite in MLA Format supporting material utilized in a speech.
- Recognize and articulate the concepts, terms, theories, and vocabulary associated with speech communication.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



SPC 208 - Intercultural Communications

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

- Analyze and assess the Students own culture.
- Identify and apply various intercultural communication theories and models.
- Identify various verbal and nonverbal communication uses and cultural variations.
- Design and produce cultural competence.
- Identify cultural prejudices, attitudes, and values.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Online Confidentiality
- Services for Students with Disabilities
- Withdrawal Policy



**Official Course Syllabus
2020-2021**

SPC 209 - Interpersonal Communications

Class: 3 Lab: Credits: 3

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.

Prerequisites: Take ENG 100 and RDG 100.

Course Topics:

- Basic communication terminology and models
- Communication Competence
- Self Concept development and presentation
- Perception
- Emotions
- Language
- Nonverbal Communication
- Listening
- Relational Dynamics
- Communication in intimate and non-intimate relationships
- Communication in the workplace
- Improving communication climates
- Managing communication conflicts

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

- Explain the concepts, terms, vocabulary and theories associated with interpersonal communication.
- Identify and explain communication behaviors that contribute to the creation of a positive communication environment.
- Practice verbal strategies for desired communication outcomes.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Lab Procedures (general SCC policy regarding this)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

SPC 212 - Survey of Mass Communication

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

Course Topics:

- Definition of Mass Media
- Communication models
- Media convergence
- Mass communication theories
- History of books
- History of newspapers
- History of magazines
- History of the recording industry
- History of radio
- History of movies
- History of television
- History of digital media and the internet
- Social media-pros and cons
- Information consumption and critical thinking
- Mass communication ethics

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Define mass communications and be able to contrast mass media with other communication systems.

Explain the significance of major moments in communication and media history.

Analyze and discuss the factors involved in one's own media usage, including the advantages and disadvantages of various media consumption.

Explain the relationship between media economics and content.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SPC 285 - Advanced Public Speaking

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take SPC 205 and ENG 101 with a minimum grade of "C".

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](#).

Required Materials: None

Grading System: A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Student Learning Outcomes:

- Produce, use, and evaluate tools that enhance a presentation.
- Compose, outline, and deliver a speech that includes a presentation aid.
- Research, synthesize, and cite in MLA format supporting material utilized in a speech.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SUR 101 - Introduction to Surgical Technology

Class: 4 Lab: 3 Credits: 5

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](#).

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

Student Learning Outcomes:

- Compare the history of surgery to surgery today, the role of the Surgical Technologist to other surgical and hospital personnel, and hospital organization to the surgical suite.

- Evaluate the principles of microbiology as they relate to the infectious process, transmission and body defenses.

- Analyze the principles of sterilization and disinfection.

- Assess the needs of the surgical patient to include legal and ethical considerations and the needs of special populations.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SUR 102 - Applied Surgical Technology

Class: 1 Lab: 12 Credits: 5

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](#).

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

Student Learning Outcomes:

- Identify basic surgical instruments by site, analyzing the care, handling and classification of each.
- Assess and apply principles of aseptic technique and surgical attire.
- Demonstrate proper scrubbing, gowning, and gloving.
- Set up a case for surgery, including assembling and opening of surgical supplies.
- Evaluate the preoperative preparation of the surgical patient to include transportation, positioning, and prepping and draping the surgical site.
- Analyze the physical environment of the surgery suite and other related departments, evaluating basic and workplace safety.
- Evaluate supplies used in the operating room.
- Identify and explain the use of various pieces of equipment in the operating room.
- Analyze general patient care and safety in the surgical suite to include vital signs, urinary catheterization, hemostasis and blood replacement and emergency situations.
- Assess and apply the principles of "All Hazards Preparations".

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



SUR 106 - Advanced Surgical Procedures

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

- Identify the principles of obstetric and gynecologic surgery.
- Assess the principles of orthopedic surgery.
- Evaluate the principles of genitourinary surgery.
- Assess the principles of neurosurgery.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SUR 107 - Surgical Specialty Procedures

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

- Assess the principles of cardiothoracic surgery.
- Analyze the principles of peripheral vascular surgery.
- Explain the principles of plastic and reconstructive surgery.
- Evaluate the principles of ophthalmic surgery.
- Assess the principles of otorhinolaryngologic surgery.
- Explain the principles of oral and maxillofacial surgery.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



SUR 108 - Surgical Anatomy I

Class: 3 Lab: 0 Credits: 3

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](#).

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

Student Learning Outcomes:

- Define and describe the organization of the human body.
- Analyze the basic structure of cells and body tissues.
- Describe the anatomy and physiology of the skin and body membranes.
- Identify the anatomy and physiology of the Skeletal System.
- Describe the anatomy and physiology of the Muscular System.
- Explain the anatomy and physiology of the Nervous System.
- Describe the anatomy and physiology of the Special Senses.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SUR 109 - Surgical Anatomy II

Class: 2 Lab: 3 Credits: 3

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](#).

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

Student Learning Outcomes:

- Define and describe the anatomy and physiology of the blood and heart.
- Analyze the anatomy and physiology of the peripheral vascular and lymphatic system.
- Describe the anatomy and physiology of the Respiratory System.
- Identify the anatomy and physiology of the Digestive System.
- Describe the anatomy and physiology of the Urinary System.
- Explain the anatomy and physiology of the Reproductive System.
- Describe the anatomy and physiology of the Endocrine System.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

SUR 112 - Surgical Practicum I

Class: Lab: 12 Credits: 4

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](#).

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

Student Learning Outcomes:

Prepare the operating room for the surgical procedure by obtaining all necessary supplies and equipment.

Set up a generic general case.

Assist the surgeon when scrubbed by sponging, suctioning, cutting suture, holding retractors, manipulating endoscopic camera, and anticipating the needs of the surgeon.

Support the registered nurse when circulating.

Support the decontamination of the room postoperatively.

Assist in the preparation of the patient during labor and delivery.

Demonstrate the tasks for decontamination, preparation, and sterilization of supplies used in surgery.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



SUR 114 - Surgical Specialty Practicum

Class: Lab: 21 Credits: 7

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](#).

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

Student Learning Outcomes:

Prepare the operating room for the surgical procedure by obtaining all necessary supplies and equipment.

Set up a generic general case.

Assist the surgeon when scrubbed by sponging, suctioning, cutting suture, holding retractors, manipulating endoscopic camera, and anticipating the needs of the surgeon.

Support the registered nurse when circulating.

Support the decontamination of the room postoperatively.

Assist in the preparation of the patient during labor and delivery.

Demonstrate the tasks for decontamination, preparation, and sterilization of supplies used in surgery.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



SUR 116 - Basic Surgical Procedures

Class: 1 Lab: 6 Credits: 3

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](#).

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

Student Learning Outcomes:

Assess the use of sutures and wound closure materials.
Perform intraoperative routines related to the scrub and circulating roles.
Analyze the various methods and agents used in anesthesia.
Assess the drugs, weights, and measures used in surgery.
Analyze diagnostic procedures performed on the surgical patient.
Assess the principles of general surgery.
Relate computer knowledge to safe patient care in the operating room.
Validate the basic principles of electricity and their application in the operating room.
Apply the principles of physics to safe patient care practices in the operating room.
Apply the principles of robotics to safe patient care practices in the operating room.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

SUR 120 - Surgical Seminar

Class: 2 Lab: Credits: 2

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](#).

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

Student Learning Outcomes:

- Apply medical terms as they relate to surgery.
- Calculate weights and measures in the metric, apothecary, and household measurement system.
- Assess the characteristics of microorganisms as they relate to the surgical field.
- Analyze infection control as it relates to the surgical patient.
- Distinguish and assess the use of drugs used in surgery.
- Analyze the surgical environment to include the operating room team, the operating room suite, occupational hazards, safety risk management, and ethical, moral, and legal issues.
- Assess surgical asepsis to include decontamination and sterilization, aseptic technique, draping, the surgical scrub, and preoperative preparation.
- Evaluate the care of the preoperative surgical patient.
- Evaluate the care of the intraoperative and postoperative surgical patient.
- Evaluate wound management to include type of wounds, wound healing, drains, catheters, wound closure materials and dressings.
- Classify surgical instrumentation and equipment, analyzing their use.
- Appraise the process of surgery to include counts.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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**Official Course Syllabus
2020-2021**

THE 101 - Introduction to Theatre

Class: 3 **Lab:** **Credits:** 3

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisites: Take ENG 100 and RDG 100.

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](#).

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

Student Learning Outcomes:

Demonstrate the practical and critical skills of a well-informed theatre patron.
Identify the artistic and technical requirements of a theatrical production.
Analyze the basic structural patterns and stylistic elements of pieces of dramatic literature.
Identify the major movements in theatrical history and explain how these movements reflected contemporary society.
Analyze current theatre practices in Western culture.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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)
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

THE 105 - Fundamentals of Acting

Class: 3 **Lab:** **Credits:** 3

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](#).

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

Student Learning Outcomes:

- Identify theatre terminology related to acting and actors.
- Evaluate actors and acting choices in theatrical productions.
- Identify and demonstrate physical, vocal, and mental skills needed to be a successful actor on the stage.
- Analyze characters from dramatic literature.
- Perform improvisational scenes.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

THE 220 - Theatre Laboratory I

Class: 1 Lab: Credits: 1

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](#).

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

Student Learning Outcomes:

Demonstrate physical, vocal, and mental skills needed to be a successful actor on the stage.
Demonstrate Method Acting techniques.
Analyze characters from dramatic literature.
Establish characters' objectives and actions for each scene.
Demonstrate strong work ethic both as an individual and as a collaborative team member.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

THE 225 - Theatre Production

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

Demonstrate physical, vocal, and mental skills needed to be a successful actor on the stage.
Analyze and interpret dramatic literature.
Demonstrate the character's role within the cultural and historical context of the production through adapting to the set and stage properties.
Develop character using voice and blocking techniques suitable for the theatre production.
Demonstrate strong work ethic both as an individual and as a collaborative team member.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

THE 226 - Children's Theatre

Class: 3 **Lab:** **Credits:** 3

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](#).

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

Student Learning Outcomes:

Demonstrate physical, vocal, and mental skills needed to be a successful actor in a theatre production for children.

Create a character using voice and blocking techniques suitable for the children's theatre production.

Analyze and interpret dramatic children's literature.

Examine the character's role within children's literature.

Perform a theatre production for local elementary school audiences.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

THE 240 - Theatre History I

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify the major time periods and geographic areas associated with the history of theatre.
Identify performance practices and design elements from various times and places.
Analyze the diversity of cultural, economic, and/or political environments as they affected theatre throughout history.
Analyze dramatic literature with consideration of historical contexts.
Research contemporary theatre productions of plays written during the Classical Era to 1700.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

THE 241 - Theatre History II

Class: 3 **Lab:** **Credits:** 3

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.

Prerequisites: Take ENG 100 and RDG 100 with a minimum grade of "C".

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](#).

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

Student Learning Outcomes:

Identify the major time periods and geographic areas associated with the history of theatre.
Identify performance practices and design elements from various times and places.
Analyze the diversity of cultural, economic, and/or political environments as they affected theatre throughout history.
Analyze dramatic literature with consideration of historical contexts.
Research contemporary theatre productions of plays written from 1770 - present.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

THE 253 - Stagecraft

Class: 3 Lab: Credits: 3

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](#).

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

Student Learning Outcomes:

- Identify theatre terminology related to production design.
- Conduct research of theatre production designs.
- Demonstrate artistic design and technical craftsmanship for a theatre production.
- Conduct backstage tasks required for a successful theatre production.
- Demonstrate strong work ethic both as an individual and as a collaborative team member.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 103 - Print Reading I

Class: 1 Lab: Credits: 1

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](#).

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

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

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

Student Learning Outcomes:

- Identify parts of a drawing.
- Read and interpret basic lines on welding blueprints.
- Read and interpret basic drawing views on welding blueprints.
- Recognize all types of dimensions on a basic welding blueprint.
- Identify and interpret notes and specifications on a basic welding blueprint.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



WLD 105 - Print Reading II

Class: 1 Lab: Credits: 1

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.

Prerequisites: Take WLD 103.

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](#).

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

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

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

Student Learning Outcomes:

Read and interpret welding symbols and general abbreviations on a basic to moderately skilled blueprint.

Read and interpret basic joint designs pertaining to welding fabrication.

Read and interpret your basic pipe welding symbols.

Determine type of inspection and test for multiple welded joints as well as explaining common inspection and testing practices.

Identify multiple types of weld depending on the symbols such as plug welds, slot welds, surfacing welds, and flange welds.

Differentiate between preferred and non-preferred weld symbols.

Differentiate between location and weld placement according to the basic symbols.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



WLD 106 - Gas and Arc Welding

Class: 2 Lab: 6 Credits: 4

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](#).

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

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

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

Student Learning Outcomes:

Demonstrate the setup and use of welding equipment in the SMAW welding process.
Recognize and properly setup the Oxy-Acetylene Torch used in cutting various steels.
Identify types of welding electrodes and describe their uses on various types of steel.
Demonstrate the proper use of an Oxy-Acetylene Torch to make a proper cut on carbon steel.
Demonstrate overlapping weld beads in the Horizontal, Vertical, and Overhead positions using an E-6010 electrode and the SMAW welding process.
Demonstrate overlapping weld beads in the Horizontal, Vertical, and Overhead positions using an E-7018 electrode and the SMAW welding process.
Demonstrate a multiple pass fillet weld on X" carbon steel plate in the 1F position to AWS standards.
Demonstrate a multiple pass fillet weld on X" carbon steel plate in the 3F position to AWS standards.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement

- Proctored Exams

Standard SCC 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



WLD 109 - Gas Metal Arc Welding II

Class: 2 Lab: 3 Credits: 3

This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals.

Prerequisites: Take WLD 228.

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](#).

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

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

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

Student Learning Outcomes:

Recognize and properly setup the Oxy-Acetylene Torch used in cutting various steels.
Demonstrate proper setup the SMAW welding equipment to demonstrate minimal skill of basic welding technique.
Demonstrate proper setup the GTAW welding equipment to demonstrate minimal skill of basic welding technique.
Demonstrate proper setup the GMAW welding equipment to demonstrate minimal skill of basic welding technique.
Demonstrate proper setup the FCAW welding equipment to demonstrate minimal skill of basic welding technique.
Demonstrate the Oxy-Acetylene cutting process on carbon steel.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
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WLD 113 - Arc Welding II

Class: 2 **Lab:** 6 **Credits:** 4

This course is a study of arc welding of ferrous and/or non-ferrous metals.

Prerequisites: Take WLD 106.

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](#).

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

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

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

Student Learning Outcomes:

Recognize and properly setup the welding equipment to demonstrate the SMAW welding process.

Demonstrate a multiple pass fillet weld on ¼" carbon steel plate in the 1F position to AWS standards.

Demonstrate a multiple pass fillet weld on ¼" carbon steel plate in the 3F position to AWS standards.

Demonstrate a multiple pass fillet weld on ¼" carbon steel plate in the 4F position to AWS standards.

Demonstrate a multiple pass socket weld on 2" carbon steel pipe in the 2G and 5G position to AWS standards.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 115 - Arc Welding III

Class: 2 Lab: 6 Credits: 4

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

Prerequisites: Take WLD 113.

Course Topics:

- Oxy-Acetylene Track Torch Operation
- Hand Grinding "Land" on Beveled Plate
- SMAW Weld Beveled Plate in Horizontal, Vertical, and Overhead Positions
- Weld Open-Butt ½" Carbon Steel Plate

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

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

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

Student Learning Outcomes:

Recognize and properly setup the welding equipment to demonstrate the SMAW welding process.

Demonstrate the SMAW process on ½" Carbon steel V-Groove plate by using an E-6010 electrode to successfully demonstrate a root pass with an "open butt" fit up.

Demonstrate a hot pass on ½" carbon steel V-Groove plate by using the E-7018 electrode to construct the proper bead.

Demonstrate a filler pass on ½" carbon steel V-Groove plate by using the E-7018 electrode to construct the proper bead.

Demonstrate applying the final welds on ½" carbon steel V-Groove plate by using E-7018 electrodes to properly produce a "cover pass."

Perform all of the SMAW processes using E-6010 as well as E-7018 to completely weld ½" carbon steel V-Groove plate coupons in the 2G, 3G, and 4G positions to AWS standards.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 117 - Specialized Arc Welding

Class: 2 Lab: 6 Credits: 4

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](#).

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

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

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

Student Learning Outcomes:

Recognize and properly setup the welding equipment to demonstrate the SMAW welding process.

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.

Demonstrate a hot pass on 8" carbon steel pipe by using the E-7018 electrode to construct the proper bead.

Demonstrate a filler pass on 8" carbon steel pipe by using the E-7018 electrode to construct the proper bead.

Demonstrate applying the final welds on 8" carbon steel pipe by using E-7018 electrodes to properly produce a "cover pass".

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses

- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

WLD 132 - Inert Gas Weld Ferrous

Class: 2 Lab: 6 Credits: 4

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](#).

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

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

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

Student Learning Outcomes:

Recognize and properly setup the welding equipment to demonstrate the GTAW welding process.
Demonstrate GTAW welding process on 8" carbon steel pipe by properly welding a root pass with an "open butt" fit up.

Demonstrate a GTAW "hot pass" on the 8" carbon steel pipe after properly and successfully demonstrating the root pass.

Demonstrate a filler pass on 8" carbon steel pipe by using the E-7018 electrode to construct the proper bead.

Demonstrate applying the final welds on 8" carbon steel pipe by using E-7018 electrodes to properly produce a "cover pass".

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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
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- Withdrawal Policy



**Official Course Syllabus
2020-2021**

WLD 136 - Advanced Inert Gas Welding

Class: 1 Lab: 3 Credits: 2

This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

Prerequisites: Take WLD 132.

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](#).

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

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

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

Student Learning Outcomes:

Recognize and properly setup the welding equipment to demonstrate the GTAW welding process.
Demonstrate GTAW welding process on 4" carbon steel pipe by properly welding a root pass with an "open butt" fit up.

Demonstrate a GTAW "hot pass" on the 8" carbon steel pipe after properly and successfully demonstrating the root pass.

Demonstrate multiple GTAW "filler passes" on the 4" carbon steel pipe after properly and successfully demonstrating the hot pass.

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.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 145 - Field Welding

Class: 0 **Lab:** 6 **Credits:** 2

This course covers welding with portable welding machines in field use.

Prerequisites: Take WLD 208

Course Topics:

- Jobsite safety and preparedness
- Field welding techniques and procedures
- Jobsite responsibilities

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

- Hard Hat
- Adaptor kit for Welding Hood and Hart Hat (To be purchased by the students)

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

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

Student Learning Outcomes:

- Students will complete an OSHA 10 safety course as a pre-requisite for WLD 145.
- Students will conduct daily Job Hazard Analysis (JHA) meetings prior to the start of any work.
- Students will identify potential hazards and solutions to mitigate the hazards of performing field welding.
- Students will demonstrate proper machine set-up as well as proper grounding techniques for field welding.
- Students will be able to make proper sound welds in various field scenarios.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 154 - Pipefitting and Welding

Class: 3 Lab: 3 Credits: 4

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](#).

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

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

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

Student Learning Outcomes:

- Identify and properly use basic pipefitting tools efficiently and safely.
- State names, types and use of basic pipe fittings.
- Identify as well as interpret the purpose of multiple pipefitting symbols and blueprints.
- Use pipefitting formulas to calculate takeouts for fittings and for basic design and blueprints.
- Make their own pipe template as well as demonstrating the use and purpose of the template.
- Fit and weld pipe from the Cut, Fit, and Weld aspect in the 45 and 90 degree positions.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



WLD 170 - Qualification Welding

Class: 2 Lab: 6 Credits: 4

This course covers the procedures and practices used in taking welding qualification tests.

Prerequisites: Take WLD 222.

Course Topics:

- Employment weld test procedures
- Employment weld test process
- Industry Standard for quality regarding weld test for employment and production welding

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

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

Student Learning Outcomes:

Students will be able to identify the various documents used in Weld Qualification: WPS, PQR, PQTR, and WQTR.

Students will demonstrate proper coupon preparation techniques for welder qualification.

Students will demonstrate proper welding techniques for welder qualification.

Students will perform current industry weld tests in the 6G position.

Students should be able to pass current industry weld tests that meet the standards of ASME Section IX or AWS D1.1.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 208 - Advanced Pipe Welding

Class: 1 Lab: 6 Credits: 3

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](#).

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

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

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

Student Learning Outcomes:

Recognize and properly setup the welding equipment to demonstrate the GTAW welding process.
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.
Properly complete the weld process using GTAW on 3" stainless steel pipe according to AWS standards.
Recognize and properly setup the welding equipment to demonstrate the GMAW welding process.
Recognize and properly setup the welding equipment to demonstrate the FCAW welding process.
Properly demonstrate the GMAW and FCAW on T-Joint materials as well as V-Groove plate.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 212 - Destructive Testing

Class: 2 Lab: Credits: 2

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](#).

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

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

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

Student Learning Outcomes:

Demonstrate the proper procedure for testing a weld coupon.
Properly perform a bend test on selected material.
Identify undercut and overlapping on the weld test coupons.
Identify porosity as well as cracks on the weld test coupons.

For SCCOnline Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

WLD 222 - Advanced Fabrication Welding

Class: 2 Lab: 6 Credits: 4

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment.

Prerequisites: Take WLD 154 with a minimum grade of "C".

Course Topics:

Field measuring techniques and practices
Pipe fabrication techniques and approaches
Pipe installation and rigging strategies

Textbooks: Textbook information can be found on the [Book Inn Web site](#).

Required Materials:

2 hole quick pins
9" level w/magnetic bottom
4" x 6" wrap o round (To be purchased by student)

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

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Student Learning Outcomes:

Students will have passed WLD 154 Pipefitting and welding as a pre-requisite.
Students will demonstrate proper field measurement techniques.
Students will demonstrate proper material handling, cutting and prep techniques.
Students will demonstrate proper pipe fabrication techniques.
Students should be able to build pipe spool pieces that fit up within field tolerances using proper measuring, prep, and fabrication techniques.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



WLD 228 - Inert Gas Welding Pipe I

Class: 2 **Lab:** 6 **Credits:** 4

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.

Prerequisites: Take WLD 132.

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](#).

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

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

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

Student Learning Outcomes:

Recognize and properly set up the welding equipment to demonstrate the GTAW welding process.

Demonstrate GTAW welding Process on 4" carbon steel pipe by properly welding a root pass with and "open butt" fit up.

Demonstrate a GTAW "hot pass" on the 8" carbon steel pipe after properly and successfully completing the root pass.

Demonstrate multiple GTAW "filler passes" on the 4" carbon steel pipe after properly and successfully demonstrating the hot pass.

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.

For SCC Online Courses: If the course you are taking is online, please review the [SCC Online Policies](#) that include:

- Required materials for all online courses
- Mandatory Attendance Requirement
- Proctored Exams

Standard SCC 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



**Official Course Syllabus
2020-2021**

