



INSTRUCTIONAL PACKAGE

BCT-105

Machine Tool Technology

Fall 2016

INSTRUCTIONAL PACKAGE

Effective Term: Fall 2016

COURSE PREFIX: BCT 105 COURSE TITLE: Tool Usage and Safety

CONTACT HOURS: 2.0 CREDIT HOURS: 2.0

RATIONALE FOR THE COURSE: BCT 105 is a required course in the Service Plumbing Technologies Certificate Program. BCT 105 will develop skill sets in the proficient understanding, use, and safety aspects of tools used in the plumbing industry.

COURSE DESCRIPTION: BCT 105 Tool Usage and Safety
This course covers tool skills and their safe use in construction.

PREREQUISITES: Test ACCR with a minimum score of 032 or Test CMPR with a minimum score of 54 or Test S01 with a minimum score of 300 or Test A03 with a minimum score of 12 or Test MM1 with a minimum score of 1

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for full term classes. Add/Drop periods are shorter for accelerated format courses. The following week of the semester is Financial Aid Attendance Verification period. **You must attend at least one meeting of all of your classes during that period.** If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

REQUIRED MATERIALS: Textbook required (Modern Plumbing, 8th Edition Goodheart Willcox, ISBN #: 978-1-61960-863-4). Notebook dedicated to plumbing.

<http://hortec.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=51560>.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS: Basic writing supplies, computer access on and off campus. You must be able to have access to D2L and check it regularly. I will use this platform to communicate with you regarding classroom conversations, schedule and more. Class cancellation, assignment due dates and class updates will always be posted on D2L.

TECHNICAL REQUIREMENTS: Access to Desire2Learn (D2L), HGTC's student portal for course materials. WaveNet and D2L email access.

Basic computer skills. PowerPoint will be used.

CLASSROOM ETIQUETTE:

No cell phones, iPads or computers unless instructed to use them for a project in class. You will be asked to leave if you can't abide by these rules, and if you are asked to leave, it will be counted as a half absence.

STUDENT COURSE LEARNING OUTCOMES:

1. Identify hand tools properly.
2. Ability to select proper tools and applications.
3. Demonstrate safe hand tool use.

COURSE OUTLINE: Schedule is subject to change.

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Week 13:

Week 14: Review

Week 15: Final exam

REQUIRED COURSE MEASURES/ARTIFACTS:

Classroom Assignments

Projects

Final Examination

GRADING SYSTEM:

Basis of final grade:

100-90 = A

89-80 = B

79-70 = C

69-60 = D
59-0 = F

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS:

Performance is assessed for each measure as follows:

Classroom Assignments: Accuracy of information

Projects: Accuracy of parts and tolerances

Final Examination: Accuracy of information

Classroom assignments = 40%

Class Projects = 40%

Final Exam = 20%

ASSIGNMENTS: Course assignments will consist of question(s) provided for each chapter. The questions can be found in content section under “Getting Started” within D2L. *Late assignments will not be accepted except for extreme circumstances approved by the professor.*

CHEATING POLICY: If you are Caught Cheating on a paper, quiz, exam or homework assignment, the following will occur:

1. You will receive a “0” on the assignment and may be withdrawn from the class.
2. Cheating/copying is considered an act of academic misconduct, and you will be reported to Student Affairs.
3. Should you be given a second chance, a second offense will result in a “withdrawal fail” in the course. This will stay on your permanent record.

SLEEPING IN CLASS: This is a zero tolerance policy. You will be given one warning, and after the one warning, you will be asked to leave class, and you will be counted absent.

STUDENT TOOLS FOR SUCCESS:

SSTC – http://www.hgtc.edu/current_students/studentssuccesscenter

The Student Success and Technology Center (SSTC) is an excellent place for you to go for help. The SSTC offers to all students the following FREE resources:

1. Student and professional tutors (appointments recommended) for most major subject areas.
2. Writing Center Support Services (appointments recommended) for writing, reading, and basic English developmental skills.
3. Student success, academic, and technology support resources
 - a. Online Resource Center (<http://libguides.hgtc.edu/sstc>)
 - b. DVDs for Test Taking Strategies and Writing Skills
 - c. Reading Comprehension, Time Management, Text Anxiety, Study Skills Packets
 - d. Microsoft Office 2010 Guides
 - e. D2L Training and Free support guides

- f. And much more
- 4. Workshops on college success skills, technology, and D2L for online courses
- 5. General technology assistance

PART III: GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

**Students, for the specific number and type of evaluations. please refer to the Instructor's Course Information Sheet.*

GRADING SYSTEM:

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The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (<http://www.hgtc.edu/academics/academiccalendars.html>). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

GRADING SYSTEM:

Basis of final grade:

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D

PART IV: ATTENDANCE

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites a testing center other than those provided by HGTC, the center may charge a fee for its services.

PART V: STUDENT RESOURCES

The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: www.hgtc.edu/sstc and visit the student services tab in your WaveNet account to schedule appointments TutorTrac.



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For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **Online Resource Center (ORC)** for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.



Visit the WNC website: www.hgtc.edu/wavenetcentral. Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Jim Ratliff, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Title IX Requirements

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. As outlined in the Violence Against Women Act, Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Students who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking are encouraged to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten, AVP of Student Affairs
Resources
Building 1100, Room 107A, Conway Campus
Campus
843-349-5228
Melissa.Batten@hgtc.edu

Jacquelyne Barrett, AVP of Human
Resources
Building 200, Room 212A, Conway
Campus
843-349-5212
Jacquelyne.Barrett@hgtc.edu

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).