ELCR-2110 Process Control
COURSE SYLLABUS
Fall Semester 2022 (202312)
On Campus Course With 50% or Less of Instruction Online

COURSE INFORMATION

Credit Hours/Minutes: 3 Hours / 3750 Minutes
Campus/Class Location: Vidalia Campus, Gillis Building B, Room 824
Class Meets: 60% Face-to-Face on Tuesday and Thursday (TR), 2:00 PM to 3:15 PM / 40% Online
Course Reference Number (CRN): 20197

INSTRUCTOR CONTACT INFORMATION

Instructor Name: William Greene
Campus/Office Location: Vidalia Campus, Gillis Building B, Room 822
Office Hours: Monday thru Thursday 7:30 to 9:15 AM, Monday and Wednesday 1:00 to 3:00 PM
Email Address: William Greene (wgreene@southeasterntech.edu)
Phone: (912) 538-3102
Fax Number: (912) 538-3106
Preferred Method of Contact: Email or Text to Instructor

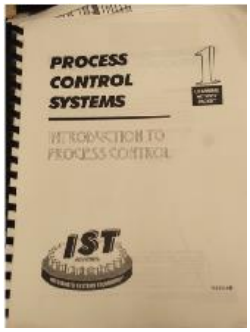
This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online as shown on the Lesson Plan.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Handbook (https://catalog.southeasterntech.edu/).

REQUIRED TEXT

Process Controls Learning Activity Packets
(available at STC Bookstore)



REQUIRED SUPPLIES & SOFTWARE

Engineering / Scientific Calculator. For the required videos, see your instructor.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course. Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and International Society of Automation (ISA) and other relevant standards.

MAJOR COURSE COMPETENCIES / COURSE OUTLINE

1. Symbology and Drawing Standards
2. Control Techniques
3. Sensors and Signal Conditioning
4. ISA and Other Relevant Standards

PREREQUISITE(S)

ELCR 1030

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are expected to complete all tests, comprehensive problems and assignments by the due dates. A ten-point penalty will be assessed for each day an item is late. Tests are made available for several days; therefore, there are no makeup tests. Students who fail to complete an assignment will be assigned a grade of zero. Students are responsible for checking e-mails and Blackboard announcements DAILY.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache

COVID-19 Key Symptoms
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.
Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Vidalia Campus: Helen Thomas, (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165
Swainsboro Campus: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the

course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Vidalia Campus: Helen Thomas, (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165
Swainsboro Campus: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students are required to take all tests and complete all assignments scheduled during the semester. Failure to take Tests/Exam(s) and complete assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. Note: If student notifies instructor about exam problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the exam. No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. ALL Assignments are due according to the lesson plan.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**
   Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program

advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. **Second Offense**
   Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.
3. **Third Offense**
   Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	**Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer**
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the Southeastern Technical College (STC) Website (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Self Reviews	10%
Laboratories	50%
Exams	40%

GRADING SCALE

Letter Grade	Range
A	89.5 to 100
B	79.5 to less than 89.5
C	69.5 to less than 79.5
D	59.5 to less than 69.5
F	0 to less than 59.5

DISCLAIMER STATEMENTS:

(1) Instructor reserves the right to change the syllabus and/or lesson plan as necessary.

(2) The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

ELCR-2110 Process Control
Fall Semester 2022 (202312)
Lesson Plan
On Campus Course With 50% or Less of Instruction Online

WEEK 1 (AUG IS AUGUST)

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 15		**ONLINE:** Blackboard (LAP is Learning Activity Packet)	Read **Announcements** Review **Course Information** Complete **Getting Started** Items	a,c
Aug 16	LAP 1	**IN CLASS/LAB:** LAP 1 – Introduction to Process Controls	Review OBJECTIVE 1 to OBJECTIVE 5 Review OBJECTIVE 6 to OBJECTIVE 8 **Complete Activity 1**	1,2,3,4, a,c
Aug 17	LAP 1	**ONLINE:** In LAP Book and/or Blackboard	**Complete Skill 1** **Complete Segment 1 Self Review**	1,2,3,4, a,b,c
Aug 18	LAP 1	**IN CLASS/LAB:** LAP 1 – Introduction to Process Controls	Review OBJECTIVE 9 to OBJECTIVE 12 **Complete Skill 2** Review OBJECTIVE 13 to OBJECTIVE 15 **Complete Skill 3**	1,2,3,4, a,c

WEEK 2

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 22	LAP 1	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 2 Self Review** **Complete Segment 3 Self Review**	1,2,3,4, a,b,c
Aug 23	LAP 1	**IN CLASS/LAB:** LAP 1 – Introduction to Process Controls	Review OBJECTIVE 16 to OBJECTIVE 20 **Complete Skill 4**	1,2,3,4, a,c
Aug 24	LAP 1	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 4 Self Review** **Complete LAP 1 Exam**	1,2,3,4, a,b,c
Aug 25	LAP 2	**IN CLASS/LAB:** LAP 2 – Instrument Tags	Review OBJECTIVE 1 and OBJECTIVE 2 **Complete Skill 1**	1,4, a,c

WEEK 3 (SEPT IS SEPTEMBER)

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 29	LAP 2	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 1 Self Review**	1,4, a,c
Aug 30	LAP 2	**IN CLASS/LAB:** LAP 2 – Instrument Tags	Review OBJECTIVE 3 to OBJECTIVE 6	1,4, a,c
Aug 31	LAP 2	**ONLINE:** In LAP Book and/or Blackboard	**Complete Skills 2 and 3** **Complete Segment 2 Self Review**	1,4, a,c
Sept 1	LAP 2	**IN CLASS/LAB:** LAP 2 – Instrument Tags	Review OBJECTIVE 7 to OBJECTIVE 11	1,4, a,c
Sept 2 - 4	LAP 2	**ONLINE:** In LAP Book and/or Blackboard	**Complete Skills 4 to 7** **Complete Segment 3 Self Review** **Complete LAP 2 Exam**	1,4, a,c
Sept 5		**HOLIDAY – LABOR DAY**	**HOLIDAY – LABOR DAY**	

WEEK 4

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 6	LAP 3	**IN CLASS/LAB:** LAP 3 – (P&IDs) Piping and Instrumentation Diagrams	Review OBJECTIVE 1 to OBJECTIVE 9	1,4, a,c
Sept 7	LAP 3	**ONLINE:** In LAP Book and/or Blackboard	**Complete Skills 1 to 5** **Complete Segment 1 Self Review** **Complete Segment 2 Self Review** **Complete Segment 3 Self Review**	1,4, a,c
Sept 8	LAP 3	**IN CLASS/LAB:** LAP 3 – (P&IDs) Piping and Instrumentation Diagrams	Review OBJECTIVE 10 and OBJECTIVE 11 **Complete Skill 6 and 7** Review OBJECTIVE 12 and OBJECTIVE 13 **Complete Skill 8**	1,4, a,c
Sept 12	LAP 3	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 4 Self Review** **Complete Segment 5 Self Review** **Complete LAP 3 Exam**	1,4, a,c

WEEK 5

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 13	LAP 4	**IN CLASS/LAB:** LAP 4 – Loop Controllers	Review OBJECTIVE 1 to OBJECTIVE 6 **Complete Skills 1 and 2**	2, a,b,c
Sept 14	LAP 4	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 1 Self Review**	2, a,b,c
Sept 15	LAP 4	**IN CLASS/LAB:** LAP 4 – Loop Controllers	Review OBJECTIVE 7 to OBJECTIVE 9 **Complete Skill 3**	2, a,b,c
Sept 19	LAP 4	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 2 Self Review**	2, a,b,c

WEEK 6

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 20	LAP 4	**IN CLASS/LAB:** LAP 4 – Loop Controllers	Review OBJECTIVE 10 to OBJECTIVE 12 **Complete Skill 4**	2, a,b,c
Sept 21	LAP 4	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 3 Self Review** **Complete LAP 4 Exam**	2, a,b,c
Sept 22	LAP 5	**IN CLASS/LAB:** LAP 5 – Final Control Elements	Review OBJECTIVE 1 to OBJECTIVE 3 **Complete Skill 1**	1,2,3, a,b,c
Sept 26	LAP 5	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 1 Self Review**	1,2,3, a,b,c

WEEK 7 (OCT IS OCTOBER)

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 27	LAP 5	**IN CLASS/LAB:** LAP 5 – Final Control Elements	Review OBJECTIVE 4 and OBJECTIVE 5 **Complete Skill 2**	1,2,3, a,b,c
Sept 28	LAP 5	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 2 Self Review**	1,2,3, a,b,c
Sept 29	LAP 5	**IN CLASS/LAB:** LAP 5 – Final Control Elements	Review OBJECTIVE 6 to OBJECTIVE 9 **Complete Skills 3 and 4**	1,2,3, a,b,c
Oct 3	LAP 5	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 3 Self Review** **Complete LAP 5 Exam**	1,2,3, a,b,c

WEEK 8

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 4	LAP 6	**IN CLASS/LAB:** LAP 6 – Level Measurement	Review OBJECTIVE 1 to OBJECTIVE 7 **Complete Skill 1**	1,2,3,4, a,b,c
Oct 5	LAP 6	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 1 Self Review**	1,2,3,4, a,b,c
Oct 6		**STAFF DEVELOPMENT DAY** **No Electronics Classes**	**STAFF DEVELOPMENT DAY**	
Oct 10	LAP 6	**ONLINE:** In LAP Book and/or Blackboard	**MIDTERM for Full Term Semester**	1,2,3,4, a,b,c
Oct 11	LAP 6	**IN CLASS/LAB:** LAP 6 – Level Measurement	Review OBJECTIVE 8 to OBJECTIVE 12 **Complete Skill 5**	1,2,3,4, a,b,c

WEEK 9

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 12	LAP 6	**ONLINE:** In LAP Book and/or Blackboard	**Complete Skills 2 to 4** **Complete Segment 2 Self Review**	1,2,3,4, a,b,c
Oct 13	LAP 6	**IN CLASS/LAB:** LAP 6 – Level Measurement	Review OBJECTIVE 13 to OBJECTIVE 16 **Complete Skill 6**	1,2,3,4, a,b,c
Oct 17	LAP 6	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 3 Self Review** **Complete LAP 6 Exam**	1,2,3,4, a,b,c
Oct 18	LAP 7	**IN CLASS/LAB:** LAP 7 – Liquid Level Control	Review OBJECTIVE 1 and OBJECTIVE 2 **Complete Skill 1**	1,2,3,4, a,b,c

WEEK 10

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 19	LAP 7	**ONLINE:** In LAP Book and/or Blackboard	**Complete Skill 2** **Complete Segment 1 Self Review**	1,2,3,4, a,b,c
Oct 20	LAP 7	**IN CLASS/LAB:** LAP 7 – Liquid Level Control	Review OBJECTIVE 3 and OBJECTIVE 4 **Complete Skills 3 and 4**	1,2,3,4, a,b,c
Oct 24	LAP 7	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 2 Self Review** **65% Point for Full Term Semester**	1,2,3,4, a,b,c
Oct 25	LAP 7	**IN CLASS/LAB:** LAP 7 – Liquid Level Control	Review OBJECTIVE 5 to OBJECTIVE 7 **Complete Skill 5**	1,2,3,4, a,b,c

WEEK 11 (NOV IS NOVEMBER)

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 26	LAP 7	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 3 Self Review**	1,2,3,4, a,b,c
Oct 27	LAP 7	**IN CLASS/LAB:** LAP 7 – Liquid Level Control	Review OBJECTIVE 8 to OBJECTIVE 11 **Complete Skills 6 and 7**	1,2,3,4, a,b,c
Oct 31	LAP 7	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 4 Self Review** **Complete LAP 7 Exam**	1,2,3,4, a,b,c
Nov 1	LAP 8	**IN CLASS/LAB:** LAP 8 – Methods of Automatic Control	Review OBJECTIVE 1 to OBJECTIVE 4	2,3, a,b,c

WEEK 12

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 2	LAP 8	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 1 Self Review**	2,3, a,b,c
Nov 3	LAP 8	**IN CLASS/LAB:** LAP 8 – Methods of Automatic Control	Review OBJECTIVE 5 to OBJECTIVE 8 **Complete Skill 1**	2,3, a,b,c
Nov 7	LAP 8	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 2 Self Review**	2,3, a,b,c
Nov 8	LAP 8	**IN CLASS/LAB:** LAP 8 – Methods of Automatic Control	Review OBJECTIVE 9 to OBJECTIVE 12 **Complete Skill 2**	2,3, a,b,c

WEEK 13

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 9	LAP 8	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 3 Self Review**	2,3, a,b,c
Nov 10	LAP 8	**IN CLASS/LAB:** LAP 8 – Methods of Automatic Control	Review OBJECTIVE 13 to OBJECTIVE 15 **Complete Skills 3 and 4**	2,3, a,b,c
Nov 14	LAP 8	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 4 Self Review** **Complete LAP 8 Exam**	2,3, a,b,c
Nov 15	LAP 9	**IN CLASS/LAB:** LAP 9 – Basic Flow Measurements and Control	Review OBJECTIVE 1 to OBJECTIVE 4	1,2,3,4, a,b,c

WEEK 14

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 16	LAP 9	**ONLINE:** In LAP Book and/or Blackboard	**Complete Skills 1 and 2** **Complete Segment 1 Self Review**	1,2,3,4, a,b,c
Nov 17	LAP 9	**IN CLASS/LAB:** LAP 9 – Basic Flow Measurements and Control	Review OBJECTIVE 5 to OBJECTIVE 7	1,2,3,4, a,b,c
Nov 21-24		**HOLIDAY - THANKSGIVING**	**HOLIDAY - THANKSGIVING**	
Nov 28	LAP 9	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 2 Self Review**	1,2,3,4, a,b,c
Nov 29	LAP 9	**IN CLASS/LAB:** LAP 9 – Basic Flow Measurements and Control	Review OBJECTIVE 8 to OBJECTIVE 10 **Complete Skills 3 and 4**	1,2,3,4, a,b,c

WEEK 15 (DEC IS DECEMBER)

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 30	LAP 9	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 3 Self Review**	1,2,3,4, a,b,c
Dec 1	LAP 9	**IN CLASS/LAB:** LAP 9 – Basic Flow Measurements and Control	Review OBJECTIVE 11 **Complete Skill 5**	1,2,3,4, a,b,c
Dec 5	LAP 9	**ONLINE:** In LAP Book and/or Blackboard	**Complete Segment 4 Self Review**	1,2,3,4, a,b,c
Dec 6	LAP 9	**IN CLASS/LAB:** LAP 9 – Basic Flow Measurements and Control	**Complete LAP 9 Exam**	1,2,3,4, a,b,c

FINAL EXAM WEEK

Date	Chapter / Lesson	Content	Assignments & Tests Due Dates	Competency Area
Dec 7		Course Complete		
Dec 8		Course Complete		

COMPETENCY AREAS:

1. Symbology and Drawing Standards
2. Control Techniques
3. Sensors and Signal Conditioning
4. ISA and Other Relevant Standards

GENERAL CORE EDUCATIONAL COMPETENCIES:

a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.