

**Course Outline**  
**IMTC 108**  
**SHOP THEORY I**  
**3 Credits (3 Lecture)**

**The Community College of Baltimore County**

**Description**

This course is a requirement of the Bethlehem Steel Machinist Training Program. Students will learn the fundamentals of various machine operations to include lathes, drill presses, saws, and grinders.

Prerequisite: TECH 111, MATH 105.

**Overall Course Objectives** (list only those objectives that will be common to all sections of the course)

Upon completion of this course the student will be able to:

10 – 20 behaviorally stated outcomes

**Major Topics**

List all major topics in outline form if appropriate

**Course Requirements** (List only those requirements that will be common to all sections of the course)

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following

Writing: The individual faculty member will determine specific writing assignments.

**Other Course Information**

This course is a \_\_\_\_\_ core course and a \_\_\_\_\_ elective.

This course is taught in a computerized environment.

This course is the first course in a required two-course sequence.

**Additional Information**

1. The Course Outline is not intended to replace an individual faculty member's course syllabus, nor is it necessarily meant to limit the scope of the course. It is simply an indication to the student of the minimum expectations for all students taking the course, regardless of the campus or center where the course is offered.

2. All information in the Course Outline must be included in the individual faculty member's course syllabus, but individual faculty members may include additional objectives, topics and requirements in their syllabus.
3. Course Outlines should not exceed two pages in length.
4. Course Outlines will be posted on the Web and will be available to students as an extension of the CCBC Catalog.
5. The college will publish a single CCBC catalog in January 2001.
6. Course Outlines for all courses in the college catalog must be completed no later than September 1, 2000.
7. All new course proposals must include a Course Outline as part of their materials submitted to the Curriculum Committee of the Learning and Academic Affairs Council.

**Approval Process:**

1. Once the Common Course Outline is completed, the appropriate Academic Division Deans will sign the attached approval form.
2. The signed approval form with a hard copy of the Course Outline attached will be sent to Dr. Bradley Ebersole, assistant to the VCLSD, who will collect and file the approved Course Outlines and monitor the entire process.
3. An electronic copy of the approved Course Outline (a Microsoft Word document as an attached to an Outlook email message) must also be sent to Dr. Ebersole (no disks, no WordPerfect files).