

SWTJC - ARTICULATED COURSE DESCRIPTIONS 2018 – 2019

POFT 1329 - Beginning Keyboarding - 3 sem. hrs.

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Two lecture and three laboratory hours per week. Prerequisite: None.

ITSC 1301 - Introduction to Computers - 3 sem. hrs.

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. Prerequisite: None.

POFI 2301 - Word Processing - 3 sem. hrs.

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. Prerequisite: None.

POFI 1349 - Spreadsheets - 3 sem. hrs.

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None.

**MOS Exam Fee: \$92.00*

ACNT 1403 - Introduction to Accounting I - 4 sem. hrs.

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Three lecture and three laboratory hours per week. Prerequisite: None.

BUSI 1307 – Personal Finance – 3 sem. Hrs.

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. Topics studied include the financial planning process, creation of financial statements including balance sheet and income and expense statements, preparation of a personal income tax return, management skills of basic assets such as cash, savings, autos and housing, credit management, life, health and property insurance, investments including stocks, bonds and mutual funds, retirement and estate planning. Three lecture hours per week. Prerequisite: None

AUMT 1410 - Automotive Brake Systems - 4 sem. hrs.

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific instructions. Two lecture and six laboratory hours per week. Prerequisite: None.

**Uniform Fee: \$50*

AUMT 1407 - Automotive Electrical Systems - 4 sem. hrs.

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams and service manuals. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: None.

AUMT 2417 - Automotive Engine Performance Analysis I - 4 sem. hrs.

Theory, operation, diagnosis of drivability concerns, and repair ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Two lecture and six laboratory hours per week. Prerequisite: AUMT 1407.

AUMT 2434 - Automotive Engine Performance Analysis II - 4 sem. hrs.

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. Prerequisite: AUMT 2417. **End of Course Assessment Fee: \$20*

AUMT 1416 - Automotive Suspension and Steering Systems - 4 sem. hrs.

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, and alignment procedures and tire and wheel service. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: None.

**Uniform Fee: \$50*

AUMT 1445 - Automotive Heating and Air Conditioning - 4 sem. hrs.

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: None.

BMGT 1327 - Principles of Management - 3 sem. hrs.

Concepts, terminology, principles, theories, and issues in the field of management. Three lecture hours per week. Prerequisite: None

CDEC 1281 - Cooperative Education - Childcare Provider/Assistant - 2 sem. hrs.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. One lecture and eight external hours per week. Prerequisite: TECA 1311 and CDEC 1313.

CDEC 1303 - Families, School & Community - 3 sem. hrs.

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. Prerequisite: None.

CDEC 1311 - Educating Young Children - 3 sem. hrs.

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. Prerequisite: None.

CDEC 1313 - Curriculum Resources for Early Childhood Programs - 3 sem. hrs.

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. Three lecture hours per week. Prerequisite: None.

CDEC 1318 - Wellness of the Young Child - 3 sem. hrs.

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Two lecture and two laboratory hours per week. Prerequisite: None.

CDEC 1354 - Child Growth and Development - 3 sem. hrs.

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Three lecture hours per week. Prerequisite: None.

ITSE 1302 - Computer Programming - 3 sem. hrs.

Introduction to computer programming including design, development, testing, implementation, and documentation. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None.

IMED 1316 - Web Design I - 3 sem. hrs.

Instruction in the web page design and related graphic design issues including mark-up languages, web sites, and browsers. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None.

CJLE 1303 - Basic Telecommunication Certification - 3 sem. hrs.

Law enforcement functions, history of public safety communications, federal laws regulating public safety communications, radio communication systems, radio operations, fire and EMS dispatch considerations, telephone operations, law enforcement information systems, communication records, logs and documentation, legal issues, emergency management, police emergency situations, 9-1-1/computer aided dispatch, media relations, stress management, and crisis prevention. Required course for law enforcement telecommunication personnel prior to completion of 12 months of service. Three lecture and one laboratory hours per week. Prerequisite: None.

CRIJ 1307 - Crime in America - 3 sem. hrs.

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crimes. Three lecture hours per week. Prerequisite: None.

CRIJ 1301 - Introduction to Criminal Justice - 3 sem. hrs.

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. Three lecture hours per week. Prerequisite: None.

BMGT 1382 - Cooperative Education- Business Administration and Management, General - 3 sem. hrs.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fourteen external hours per week. Prerequisite: None. Co-requisite: BMGT 1301 or 1327.