

St. James Parish Choice Program
Course Description for SCLTC



Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	AC & Refrigeration (HACR 1150 HACR 1160)					
Louisiana Course Code	310102					
Course Content	<p>This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. This course produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. It teaches:</p> <ul style="list-style-type: none"> • basic safety and health, • inventory control, • stock management, • vehicle maintenance, • licensure, • certification requirements, • basic business management practices, • proper and safe use of hand tools including power tools and materials in the HVAC industry • HVAC and refrigeration processes and applications 					
Prerequisites						
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • Class participation • Performance in individual and team exercise • Class presentations • Quizzes • Tests 					
Basis for Developing Student Grades	The student will be assessed and graded using the required projects, papers, and test. Grades will be based on a 10 point scale.					
Targeted Student Learning Objectives	<p>Upon successful completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> • State the need for mechanical refrigeration and trace its development • Identify career opportunities, job requirements, and working conditions • Identify various types of safety practices • Demonstrate professional work habits • List inventory control procedures and practices • Identify local and state licensing requirements • Identify various types of pipe, tubing, and fittings • Identify metal fasteners • Identify types of refrigerants and refrigerant oil • Identify various types of hand tools • Identify various types of power tools and measuring instruments • Identify soldering and brazing equipment • Demonstrate the ability to cut copper tubing with a tubing cutter • Demonstrate the ability to swage copper tubing 					

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	<ul style="list-style-type: none">• Demonstrate the ability to flare copper tubing• Demonstrate the ability to bend 180 degree, 90 degree, and 45 degree bends• Demonstrate the ability to set-up and use an air acetylene torch• Demonstrate the ability to set-up and use an oxyacetylene torch set• Demonstrate proper soldering and brazing techniques• Demonstrate the ability to join pipe and copper tubing
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Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	Accounting (ACCT 1100)					
Louisiana Course Code	040101					
Course Content	This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. In this course, students will learn about fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; accounting for cash and work at close of the fiscal period using the cash and accrual basis for service enterprise.					
Prerequisites	None.					
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • homework, problems and questions; • tests; • comprehensive problem (final); • discussion board questions 					
Basis for Developing Student Grades	The student will be assessed and graded using required projects, papers, and tests. Grades will be on a 10 point scale.					
Targeted Student Learning Objectives	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Demonstrate a working knowledge of course terminology • Demonstrate knowledge of the nature and purpose of accounting <ul style="list-style-type: none"> ○ Define fundamental accounting terms ○ Define users of accounting ○ Understand the accounting equation ○ Demonstrate knowledge of the cash basis, modified cash, and accrual basis • Understand and perform the steps involved in the accounting cycle for a service enterprise <ul style="list-style-type: none"> ○ Journalize transactions ○ Post to ledger accounts ○ Prepare a trial balance ○ Complete an end-of-period worksheet ○ Prepare financial statements ○ Complete a periodic summary ○ Complete a practice set with or without the use of a computer • Demonstrate knowledge of accounting for cash and cash items <ul style="list-style-type: none"> ○ Maintain petty cash records ○ Prepare back reconciliation • Demonstrate knowledge of simple payroll procedures <ul style="list-style-type: none"> ○ Calculate employee earnings and deductions ○ Journalize and post employee earnings and deductions ○ Calculate employer payroll taxes expense ○ Journalize and post employer payroll taxes expense 					

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Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	Business Com App (CPRT 1310)					
Louisiana Course Code	040400					
Course Content	This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. In this course students will learn basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels.					
Prerequisites						
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • Online work • Test • Quizzes 					
Basis for Developing Student Grades	The student will be assessed and graded using online work, test, and quizzes. Grades will be on a 10 point scale					
Targeted Student Learning Objectives	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Demonstrate a working knowledge of course terminology • Structure a database <ul style="list-style-type: none"> ○ Define data needs and type ○ Define and print table relationships ○ Add, set, change, or remove primary keys ○ Split databases • Creating and formatting database elements <ul style="list-style-type: none"> ○ Creating databases ○ Create tables ○ Modify tables ○ Create fields and modify field properties ○ Create forms ○ Create reports ○ Modify the design of reports and forms • Entering and modifying data <ul style="list-style-type: none"> ○ Enter, edit, and delete records ○ Navigate among records ○ Find and replace data ○ Attach documents to and detach from records ○ Import data • Creating and modifying queries <ul style="list-style-type: none"> ○ Create queries ○ Modify queries • Presenting and sharing data <ul style="list-style-type: none"> ○ Sort data ○ Filter data ○ Create and modify charts ○ Export data 					

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	<ul style="list-style-type: none">○ Save database objects as other file types○ Print database objects● Managing and maintaining databases<ul style="list-style-type: none">○ Perform routine database operations○ Manage databases
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Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	Financial Math (BUSM 1050)					
Louisiana Course Code	040304					
Course Content (300 word limit)	This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. This course is a study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.					
Prerequisites						
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • Test • Class Assignments • Forums • Midterm • Syllabus Quiz 					
Basis for Developing Student Grades	The students will be assessed and graded using the required projects, papers, and test. Grades will be on a 10 point scale.					
Targeted Student Learning Objectives	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Demonstrate a working knowledge of course terminology • Perform basic mathematical functions <ul style="list-style-type: none"> ○ Review the fundamentals of math using whole numbers ○ Review the fundamentals of math using fractions ○ Review the fundamentals of math using decimals ○ Review the fundamentals of math using percentages • Interpret, analyze, and solve business-related problems with a calculator <ul style="list-style-type: none"> ○ Solve business-related problems using percentages ○ Calculate discounts and net amounts ○ Calculate markup and markdown ○ Solve interest problems ○ Calculate payroll ○ Perform required procedures in maintaining a checking accounts 					

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Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	Introduction to BCA (CPTR 1002; KYBD 1010)					
Louisiana Course Code	040401					
Course Content (300 word limit)	<p>This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. This course is an introductory study and application of computer system components and operating systems environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will be addressed.</p> <p>Also, this course will introduce the basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.</p>					
Prerequisites						
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • In class assignments • Timings • Test • Quizzes • Final 					
Basis for Developing Student Grades	The student will be assessed and graded using the required projects, papers, and tests. Grades will be based on a 10 point scale.					
Targeted Student Learning Objectives	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Operate basic computer technology devices and equipment • Perform basic file management tasks • Apply technology problem-solving and troubleshooting skills • Use software productivity tools • Use technology to communicate and collaborate • Use research strategies and demonstrate technological information fluency • Acquire basic knowledge of electronic learning and online resources • Demonstrate a working knowledge of course terminology • Develop the ability to master alphabetic, numeric, and symbol key reaches using the touch system • Type a minimum rate of 25 wpm from straight copy for 3 minutes with 3 or fewer errors 					

St. James Parish Choice Program
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Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	Process Technician I (PTEC 1010, PTEC 2030)					
Louisiana Course Code	110911					
Course Content	This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. This course introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. Also, this course studies instruments and instrument systems used in the petrochemical process industry, including terminology, process variables, symbology, control loops, and basic troubleshooting.					
Prerequisites	Prerequisite: Students must have an overall GPA of 2.0 or higher					
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • Class participation • Performance in individual and team exercise • Class presentations • Quizzes • Tests 					
Basis for Developing Student Grades	The student will be assessed and graded using the required projects, papers, and test. Grades will be based on a 10 point scale.					
Targeted Student Learning Objectives	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Describe PTEC program and its admission requirements • Discuss the importance of soft skills (employability skills) in the workforce • Describe the roles, responsibilities, and expectations of the process technician • Explain the history and growth of the process industry • Describe the various types of equipment commonly found in refining and petrochemical industries • Describe the importance of plant equipment maintenance, and predictive/preventive maintenance procedures in the refining and petrochemical industries. • Describe the differences between work groups and teams as encountered in the process industry • Describe basic safety, health, and environmental standards relative to the process industry • Identify responses in the process industries to quality issues • Interpret P&IDs and PFDs • Recall basic chemistry and physics concepts • Identify and explain the fundamentals of process control • Define and explain the physical principles of the process parameters of pressure, temperature, level and flow • Identify and explain the function of pneumatic and electron transmitters and transducers, physical displacement transducers, and the scaled-value outputs of 					

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	<p>common transducers</p> <ul style="list-style-type: none">• Explain the function, operation, and maintenance of online analytical instrumentation• Define and explain controller response characteristics and the function of pneumatic, electronic, and digital controllers• Identify and explain the function, operation, and troubleshooting of final control devices.
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Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	Process Technician II (PTEC 1310)					
Louisiana Course Code	110912					
Course Content	This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. Students in this course studies instruments and instrument systems used in the petrochemical process industry, including terminology, process variables, symbology, control loops, and basic troubleshooting.					
Prerequisites	Prerequisite: Students must have passed Process Technician II with a “C” or higher.					
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • Class participation • Performance in individual and team exercise • Class presentations • Quizzes • Tests 					
Basis for Developing Student Grades	The student will be assessed and graded using the required projects, papers, and test. Grades will be based on a 10 point scale.					
Targeted Student Learning Objectives	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Identify and explain the fundamentals of process control • Define and explain the physical principles of the process parameters of pressure, temperature, level and flow • Identify and explain the function of pneumatic and electron transmitters and transducers, physical displacement transducers, and the scaled-value outputs of common transducers • Explain the function, operation, and maintenance of online analytical instrumentation • Define and explain controller response characteristics and the function of pneumatic, electronic, and digital controllers • Identify and explain the function, operation, and troubleshooting of final control devices. 					

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Complete Course Offering Description						
Course Provider	St. James Parish Public Schools					
Course Title	Word Processing (ISYS 1440)					
Louisiana Course Code	040203					
Course Content	This dual enrollment course in partnership with South Central Louisiana Technical College (SCLTC) and St. James Parish Schools. Students will learn Word 10 which is the most widely used word processing software in office settings.					
Prerequisites						
Instructional Modality	Online		Hybrid		Face-to-Face	X
Required Projects, Papers and Tests	<ul style="list-style-type: none"> • In class participation • Creativity • Report writing • Online work • Final Project 					
Basis for Developing Student Grades	The student will be assessed and graded using the required projects, papers, and test. Grades will be on a 10 point scale.					
Targeted Student Learning Objectives	Upon successful completion of this course, the student will be able to : <ul style="list-style-type: none"> • Create various projects in Microsoft WORD 2010 • Create, edit, and design documents • Understand course terminology • Letter and report writing • Create forms 					