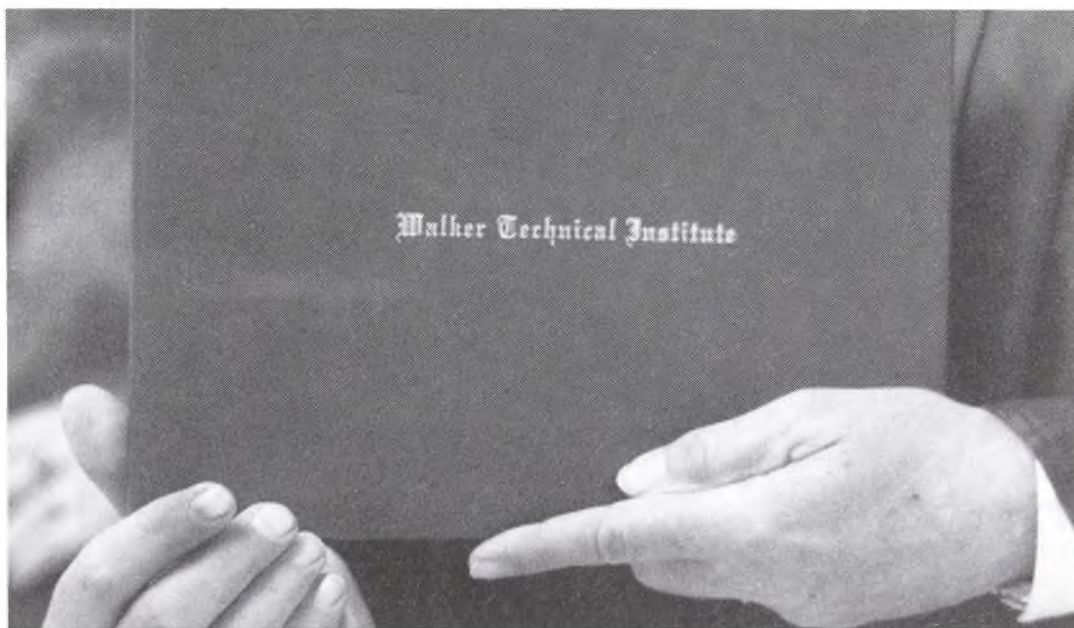# WALKER TECHNICAL INSTITUTE
1993-1995 GENERAL CATALOG, VOL. X

Walker Technical Institute is an accredited member of the Commission on Occupational Institutions of the Southern Association of Colleges and Schools.

AFFILIATIONS:

American Technical Education Association
American Vocational Association
Associate Member American Association of Community and Junior
  Colleges
Business Council of Georgia
Electronics Technicians Association
Georgia Association of Collegiate Registrars and Admissions Offices
Georgia Association of Student Financial Aid Administrators
Georgia Industrial Developers Association
Georgia Motor Trucking Association
Georgia Vocational Association
National Institute for Automotive Excellence
National League of Nursing

Walker Technical Institute
265 Bicentennial Trail
Rock Spring, GA 30739

Information	(706) 764-3510
Admissions Office	(706) 764-3514
Admissions Office	1-800-735-5726

Walker Technical Institute is a postsecondary unit of the Georgia Department of Technical and Adult Education and is an Equal Opportunity Educational Institution.

SPECIAL NOTE

Walker Technical Institute is an equal opportunity/affirmative action institution and welcomes applications for employment and educational programs from all individuals regardless of race, color, religion, sex, or national origin. Walker Technical Institute is non-discriminatory on the basis of sex in its educational programs and activities, including employment and admission of students to the school as required by Title IX of the Educational Amendments of 1972 and by rules and regulations based therein and published as 45 CFR, part 86.

Walker Technical Institute complies fully with the Rehabilitation Act of 1973 and does not discriminate against the handicapped.

This catalog is intended for information purposes only. Requirements, rules, procedures, courses, informational statements and all financial charges set forth herein are subject to change.

TABLE OF CONTENTS

GENERAL INFORMATION

PHILOSOPHY

Technical education is a vital component of the total education of an individual. It is a continuous process which extends from childhood through adulthood and includes academic knowledge, salable skills, and attitudes needed to obtain employment, retain employment, and to progress in an occupation. It includes initial training and retraining throughout the working life of an individual.

Walker Technical Institute exists to provide technical education and training for adult citizens of Northwest Georgia. The Institute also has the charge of providing adult literacy programs throughout the service area.

Specialized technical programs, meeting the highest standards of quality, are available to all citizens. Graduates of Walker Technical Institute contribute to the attractiveness of our service area and state for new industry, as well as expansion of existing businesses and industries. They enhance the size and quality of the work force, improve the competitive position and productivity of companies, expand the public tax base and contribute to the economic growth and development of the entire state.

Since most people spend the greater part of their lives at some form of work, Walker Technical Institute could not establish a nobler goal than to provide an opportunity for the citizens to develop the academic knowledge, skills and attitudes necessary for them to secure personally satisfying, rewarding, and socially useful employment. It is the philosophy of Walker Technical Institute to make these opportunities available to all citizens sixteen years of age or older who want, need and can benefit from these services. The Institute does not discriminate on the basis of race, color, national origin, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

MISSION STATEMENT

The mission of Walker Technical Institute is to offer one and two-year postsecondary occupational and technical educational experiences for citizens within the institutional service area. The focus of the Institute is on meeting individual education and training needs as well as serving the business, industrial, and civic community by offering flexible, high-quality instructional programs. The primary goal of the Institute is to provide marketable job skills through credit certificate, diploma, and associate degree programs; through student and community development services; and through continuing education for occupational advancement, personal enrichment, and economic development services to business and industry.

This level of technical and continuing education represents a segment along a total educational continuum of lifelong learning designed primarily to prepare the adult population either for entry-level employment, job promotion opportunities, career change, retraining and upgrading of occupational skills, or further educational pursuits. To make these educational opportunities available to the service area population, the Institute is committed to the following goals:

1. To offer occupational and technical career programs that will provide marketable job skills upon completion of diplomas and associate degrees.

2. To enrich the lives of service area constituents by providing career and professional development and personal enrichment.

3. To support economic and community development by playing a proactive role in providing general and industry-specific job training.

4. To provide counseling, guidance and planning service to students in the personal, career, social, and academic areas.

5. To maintain a quality instructional program by employing and continually evaluating and revising curricula to meet changing educational needs.

6. To improve the literacy rate of the four-county service area.

ACCREDITATION

Walker Technical Institute is an accredited member of the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools.

LOCATION

Walker Technical Institute is located in Rock Spring, Georgia, on U. S. Highway 27, six miles north of LaFayette, Georgia, and ten miles south of Fort Oglethorpe, Georgia.

ADVISORY COMMITTEES

Advisory committees, composed of outstanding representatives from business and industry, meet with school personnel to make recommendations, offer suggestions, and assist in evaluations of each training program.

BOOK STORE

Walker Technical Institute contracts with Interstate Textbook Company to provide a full service book and supply store for students. The "Campus Shop," located between buildings one and two, not only carries textbooks, but a variety of paperback books, office supplies and other products.

EMERGENCY CLOSING

The President or Vice President for Instructional Services is authorized to take action to close the school if conditions exist that may threaten the health and safety of students and personnel. The President or Vice President for Instructional Services is also empowered to delay the opening hour of the school day and/or release students and personnel before the normal day ends if hazardous conditions exist.

School closures or delayed openings will be announced by local radio stations and major Chattanooga area television and radio stations.

HEALTH CARE

Any student with a special health problem such as diabetes, hemophilia, epilepsy, or any other potentially dangerous ailment should inform his/her instructors and register the problem with the Student Development Office. Applicants must be physically able to attend school regularly and to perform the necessary class and laboratory functions.

STATE STANDARDS

As a postsecondary unit of the Georgia Department of Technical and Adult Education, Walker Technical Institute adheres to the policies, procedures, and achievement criteria as established and presented in the state curriculum standards documents. The standards serve as a benchmark for providing high quality technical training that meets the demands of business and industry not only today, but in the future as the changes in our society continue to alter the nature of the workplace. Standards mean that our educational partners in business and industry can rely on the graduates of Walker Technical Institute to have the knowledge and technical expertise to perform their jobs to world class standards.

GUARANTEE

The Georgia Department of Technical and Adult Education has developed curriculum standards with direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program.

The standards allow Walker Technical Institute to offer this guarantee:

"If one of our graduates who was educated under a standard program, and his/her employer agree that the employee is deficient in one or more competencies as defined in the standards, Walker Technical Institute will retrain that employee at no instructional cost to employee or employer."

This guarantee applies to any graduate of Walker Technical Institute who is employed in the field of his/her training. It is in effect for a period of two years after graduation.

To inquire, or to file a claim under this warranty, please call the Vice President for Instruction.
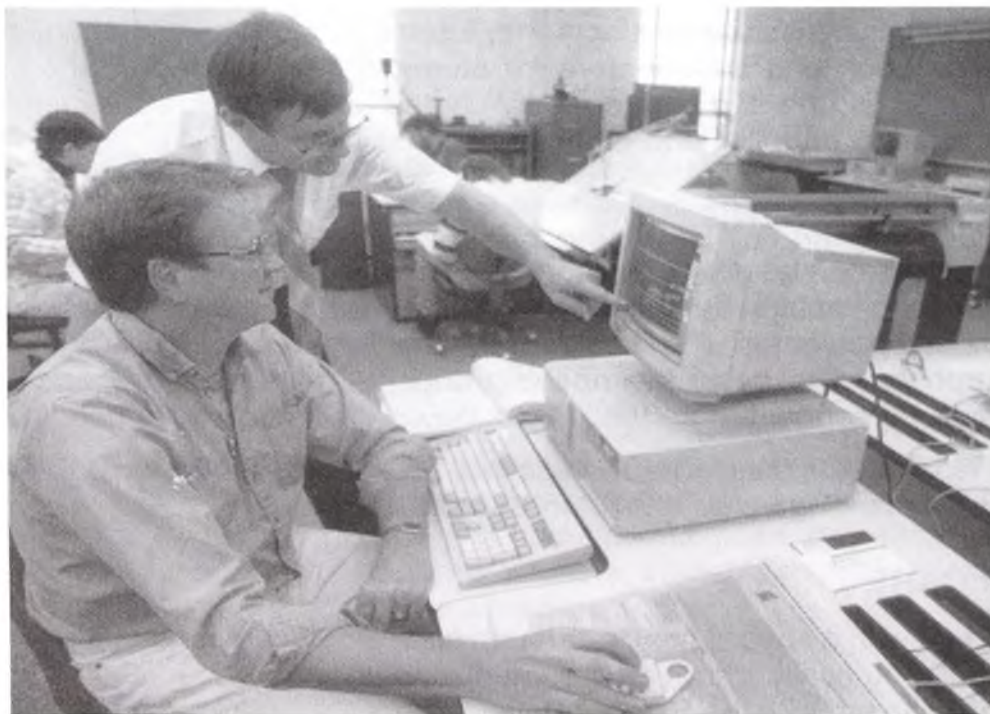
ACADEMIC EVALUATION

GRADING SYSTEM

Grades will be issued at the end of each quarter. The following grading system will be used:

Grade		Grade Points
A	(90 -100) Excellent	4.00
B	(80 - 89) Good	3.00
C	(70 - 79) Satisfactory	2.00
D	(65 - 69) Poor	1.00
F	(Below 65) Failing	0.00
AU	Audit	Not Computed
EX	Credit by Competency Exam	Not Computed
I	Incomplete	Not Computed
S	Satisfactory	Not Computed
TR	Transfer Credit	Not Computed
WD	Administrative Withdrawal	Not Computed
WP	Withdrew Passing	Not Computed
WF	Withdrew Failing	Computed as an "F"
U	Unsatisfactory	Not Computed

"AU" AUDIT   A student may choose to audit a class rather than take it for credit. By auditing the class the student is allowed to attend class without meeting admission requirements and without receiving a grade or credit. Students who audit a class must pay the regular admission and registration fee. Students are not allowed to change from audit to credit once the term has begun. Students are, however, allowed to change from credit to audit during the term as long as the change is made before the last week of the quarter. In order to change from credit to audit, a student must complete a drop/add form in the admissions office. The "AU" grade carries no grade points.

"EX" CREDIT BY EXAM   Upon request and approval, a competency exam may be administered to a student to determine if the student has already gained mastery of the course competencies. (See Credit by Exam under Academic Policies.) Such a request should be made to the course instructor; approval is granted through the office of Instructional Services. If the student achieves satisfactory performance on the exam, a grade of "EX" will be recorded. The "EX" grade carries no grade points, but credit hours will be given identical to the number of credit hours normally assigned to that course at Walker Technical Institute.

"I" INCOMPLETE   When circumstances beyond the control of a student or an instructor prevent the completion of course requirements during a quarter, an "I" (incomplete) is recorded until the final grade is established. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements. All work must be completed within the first two weeks of the following quarter, or the grade automatically becomes an "F." Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Instructional Services office.

"S" SATISFACTORY   Some credit courses which are held for business and industry may award a grade of "S" for Satisfactory rather than an A, B, C or D grade. A grade of "S" indicates that the student has successfully mastered all of the course competencies. A grade of "S" carries no quality points, but credit hours for that course will be awarded to the student.

"TR" TRANSFER CREDIT   A grade of "TR" indicates that the student has successfully completed the course at another postsecondary institution. A grade of "TR" carries no quality points. The student will, however, receive comparable credit hours at Walker Technical Institute for the credit hours received at the former institution. (See Transcript Evaluations under Academic Policies.)

"WD" ADMINISTRATIVE WITHDRAWAL   This grade signifies that the student was withdrawn from that course by the instructor due to nonattendance. Before a grade of "WD" is assigned, the instructor will advise the student that he or she is in danger of not being able to successfully complete the class because of excessive absences. The instructor will present a list of criteria that the student must meet in order to have a chance of mastering the course competencies. Of course, one of the criteria will be that the student must attend class for the remainder of the quarter. The student will have the option of 1) withdrawing from class by completing a drop/add form or 2) remaining in the class and meeting all criteria as explained by the instructor. If the student does not withdraw from class and does not meet the prescribed criteria, he or she will be administratively withdrawn within one week's time.

"WP" WITHDREW PASSING   This grade signifies that a student withdrew from school voluntarily with a passing grade after the tenth class day and before the last week of the quarter.

"WF" WITHDREW FAILING   This grade signifies that a student withdrew from school voluntarily with a failing grade after the tenth class day and before the last week of the quarter.

"U" UNSATISFACTORY   Some credit courses which are held for business and industry may award a grade of "U" for Unsatisfactory rather than an "F." A grade of "U" indicates that the student did not master all of the course competencies. A grade of "U" carries no quality points.

GRADE POINT AVERAGE

The grade point average (GPA) is a way of mathematically computing a student's academic performance by assigning a value to each grade, multiplying the value by the number of credit hours in the course, and dividing the product by the total number of hours attempted. It is a standard measure for retention and graduation requirements.

Walker Technical Institute is on a four-point system which means that an A grade is assigned a value of four points (sometimes called quality points), a B three points, a C two points, a D one point, and an F zero points. Here is an example of a grade point average for one quarter.

Credit Hours	Grade & Value		Grade Points
5	x B	(3) =	15
5	x D	(1) =	5
1	x A	(4) =	4
2	x C	(2) =	4
4	x C	(2) =	8
Total: 17			36

The total grade points (36) would be divided by the total attempted credit hours (17) to give a grade point average of 2.11 (approximately a C average).

QUARTERLY GRADE POINT AVERAGE

The quarterly grade point average is the average of all grades earned in a single quarter.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average is the average of all grades earned at Walker Technical Institute. This average is calculated by dividing the number of hours in all courses attempted in which a grade of A, B, C, D, or F has been received into the number of grade points earned. The cumulative grade point average will be recorded on the student's permanent record.

REPEATED COURSES

When a course is repeated, only the last grade received will be calculated in the cumulative GPA. The first grade will, however, still be recorded on the transcript.

ACADEMIC STATUS

SATISFACTORY ACADEMIC PROGRESS

Students are considered to be making satisfactory academic progress if their cumulative grade point average is 2.0 or higher. A cumulative grade point average of 2.0 or higher is required for graduation.

UNSATISFACTORY ACADEMIC PROGRESS

Students are considered to be making unsatisfactory academic progress if they have been placed on academic suspension because of their cumulative grade point average.

ACADEMIC PROBATION AND SUSPENSION

Any student who earns a quarterly grade point average of less than 2.0 will be placed on academic probation during the next quarter of registration and enrollment. A student placed on academic probation must meet with his or her advisor to develop intervention strategies. A student is subject to suspension for one quarter if the cumulative grade point average falls below a 2.0. When a student is suspended, that student is not allowed to enroll at the Institute for the next term. During the first quarter of enrollment after academic suspension, a student is placed on academic probation.

HONOR SOCIETY

Students who maintain an average of 3.5 for a minimum of two consecutive quarters may be eligible for membership in the National Vocational-Technical Honor Society. More information about this society may be found in the Student Handbook.

MERIT LIST

A quarterly GPA of 3.50 - 3.79 with a course load of at least twelve credit hours will place a student on the Merit List for that quarter.

PRESIDENT'S LIST

A quarterly GPA of 3.8 or higher with a course load of at least twelve credit hours will place a student on the President's List.

GRADUATION

A student is eligible for graduation when the following requirements have been met:

1. The student has a high school diploma or has earned a GED.

2. The required number of hours in the student's curriculum have been satisfactorily completed and the student has maintained a minimum grade point average of 2.0.

3. An application for graduation form has been filed in the Records Office no later than midterm, five weeks into the quarter in which requirements are to be completed.

4. At least 50% of the credit hours have been earned at Walker Technical Institute.

5. Students who re-enroll in Walker Technical Institute after an absence of twelve consecutive months or more, and who are seeking a diploma, must meet the graduation requirements as stated in the catalog which is in effect at the time of re-enrollment.

Students may meet graduation requirements at the end of each quarter. Formal graduation exercises are scheduled at the end of winter and summer quarters, and all graduates are encouraged to participate in the graduation ceremony.

RESIDENCY REQUIREMENT

Transfer students must complete a minimum of 50% of their course work at Walker Technical Institute before a diploma can be issued to the student.

FULL-TIME STUDENT

Individuals pursuing 12 credit hours or more during a quarter are considered to be full-time students. The maximum number of credit hours that a student may carry without special permission from the Office of Instructional Services is 20.

PART-TIME STUDENT

Part-time course work may be undertaken in any program. Students who take less than 12 credit hours per term are considered to be part-time.

ACADEMIC POLICIES

COLLEGE CREDIT PROGRAMS OF STUDY

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

The purpose of the Associate in Applied Technology Degree is to offer students an educational option that not only leads to a high level of competence and skill in a technical area, but also ensures, through the general education component, the mastery of computation, communication, computer, and problem solving skills necessary to function effectively in the 21st century work force.

Walker Technical Institute offers the Associate in Applied Technology Degree in six program areas. They range in length from 95 to 115 quarter hours. The following degrees are offered:

The Associate in Applied Technology Degree in Accounting

The Associate in Applied Technology Degree in Computer Programming

The Associate in Applied Technology Degree in Drafting

The Associate in Applied Technology Degree in Electronics

The Associate in Applied Technology Degree in Marketing Management

The Associate in Applied Technology Degree in Secretarial Science.

Each of these degrees requires regular admission status and adequate scores on the placement examination.

The Associate in Applied Technology Degree is designed for the student wishing to enter the work force with a college degree or advance within his current profession by obtaining a degree. The Associate in Applied Technology Degree is not designed for transfer into a university program.

The applicant seeking admission to the Associate in Applied Technology program must be a high school graduate or have completed the GED.

Walker Technical Institute will accept transfer credit from regionally accredited colleges. However, at least 50% of all course work leading toward the degree must be completed at WTI.

All students enrolled in the Associate in Applied Technology Degree must complete a general education core of 25 quarter hours. The general education core consists of at least one course in the humanities/fine arts area, one course from the social/behavioral sciences, and one course from the natural sciences/mathematics area.

Diploma Level Training Programs

Walker Technical Institute offers diplomas in 18 program areas. The purpose of the diploma level instructional program is to provide high quality technical training in a shorter time frame than the associate degree. All diploma programs at WTI are in full compliance with the Department of Technical and Adult Education curriculum standards and are designed to ensure mastery of the job skills necessary to function effectively in the 21st century workforce. Diplomas are available in the following areas.

Accounting
Air Conditioning Technology
Microcomputer Specialist
Computer Programming
Cosmetology
Drafting
Advanced Drafting
Electronic Fundamentals
Electronics Technology
Industrial Maintenance
Information and Office Technology
Business and Office Technology
Machine Tool Technology
Advanced Machine Tool Technology
Marketing Management
Medical Assisting
Practical Nursing
Welding and Joining Technology

Certificate Level Training Programs

Walker Technical Institute offers certificate programs in a number of program areas. Certificate programs are quality training programs, usually of a short duration, that meet a specific training need. Many times certificate programs are offered in response to a unique business and industry request or as a result of student demand. Certificate programs vary in length from 15 to 59 quarter hours and may be offered on an intermittent schedule. Students registering for certificate programs must meet standard institutional admissions requirements for either a special student or a regularly admitted student depending upon the length of the certificate program. Additional information regarding certificate programs may be found in the quarterly schedule of classes or by calling the Admissions Office at WTI at 706-764-3510.

Tech Prep Program for High School Students

The Tech Prep program is a joint effort between Walker Technical Institute, the Catoosa County School System, Chickamauga City Schools, Dade County School System, and the Walker County School System. Tech Prep is a program completed on the high school level which allows the student to earn credit toward diploma/degree requirements at Walker Technical Institute.

The program is designed to develop the academic and technical skills necessary to gain employment. Upon completion of the high school program, students will receive technical college credit, thus saving tuition costs. The advantage is it allows the high school student to meet high school graduation requirements and technical college credits simultaneously. Students have a head start on a technical college education by taking "Tech Prep" math, science and technical courses in high school.

For information, contact your high school counselor or Walker Technical Institute Admissions.

In addition to the Tech Prep program, high school students 16 or older may enroll in credit courses at Walker Technical Institute to meet graduation requirements. For

information, contact your high school counselor, or the Admissions Office at Walker Technical Institute.

ASSOCIATE DEGREE THROUGH DALTON COLLEGE

Through a cooperative agreement with Dalton College, students at Walker Technical Institute are able to earn an Associate Degree in Applied Science from Dalton College. Program areas in which a student may earn the AAS degree under this agreement are listed below. To receive the AAS degree, students must complete the entire program of study at Walker Technical Institute and six additional courses through Dalton College. These six courses are English 101 or 104, Speech 108, Math 100 or 111, History 251 or 252, Political Science 101, and Psychology 101.

Students who pursue the AAS degree must also meet the admission requirements of Dalton College. It is not necessary to complete all course work at Walker Technical Institute before pursuing course work at Dalton College. For more information please contact the admissions office of either institution.

ACADEMIC ADVISORS

At the time of enrollment, each student will be assigned an academic advisor. This advisor will be able to advise students about their program of study, make referrals to other services, provide academic guidance when transferring to other institutions, and help students monitor their academic progress realistically. Before each registration period, students will be required to meet with their advisor. In order to insure that diploma-seeking students are taking the required courses for their program, all registration forms must be signed by the student's advisor.

ATTENDANCE

Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Although an occasional absence may be unavoidable, in no way is the student excused from meeting the requirements of the course. Students are still responsible for preparing assignments for the next class and for completing the work missed. When a student must be absent, it is imperative that the absence be handled in as responsible and professional manner as possible. Attendance, therefore, is an important criterion in the work ethics evaluation (see p. 18) Employment cannot be considered a basis for excused absences or tardies.

When a student has missed 10% of the instructional time, he or she will be contacted and counseled by his or her instructor. At that point in time when it has been determined by the instructor that the student's absenteeism will prevent him or her from successfully mastering the course competencies, the Instructional Services Office will administratively withdraw that student from the course with a grade of "WD." A student who is dismissed from class because of absences may not carry course work completed into the next quarter.

Some programs may have a more stringent attendance policy.

CHANGE OF ADDRESS

Students are responsible for notifying the Records Office of any change of address. The mailing of notices to the last address on record constitutes official notification.

CHANGE OF MAJOR

In the event a student declares a change of major, the student's previously earned credits will be evaluated in terms of the new major.

CLASS CANCELLATION

The Institute reserves the right to cancel any class with insufficient enrollment; however, all courses will be given the opportunity to make according to the schedule listed in the catalog. Certain options with inadequate enrollment may not be offered.

COURSE PREREQUISITES

Some courses have a preliminary requirement that must be met before they can be taken.

CREDIT BY EXAMINATION

Upon petition from a student, credit by examination may be given. If circumstantial evidence indicates the probability of special technical aptitude or knowledge on the part of the petitioner, a written, oral and/or performance examination will be developed and administered by an instructor of the course. Permission to take such an examination must be granted by the Office of Instructional Services. Prior to the administration of the examination, the student will be interviewed by the instructor to determine the student's eligibility for the examination. To be eligible for credit by examination, the student must be currently enrolled at Walker Technical Institute and have a cumulative grade point average of 2.5 or must receive special permission by the Office of Instructional Services. Students petitioning to receive credit by examination in a general education course must have the prior approval of their advisor, a 2.5 GPA, and permission from the Instructional Services Office. There is a $25 fee for each special examination which must be paid prior to the exam; there is no tuition charge for taking and passing such an exam. If the student achieves satisfactory performance on the examination, a grade of "EX" will be recorded. The "EX" grade carries no grade points, but credit hours will be given identical to the number of credit hours normally assigned to that course at Walker Technical Institute. A student is eligible to challenge a specific course only one time. The procedure for initiating a request to challenge a course is available in the Records Office.

COURSE SUBSTITUTIONS

The Institute will permit substitution from the prescribed curricula only under unavoidable or exceptional circumstances. In order to request a deviation from the prescribed course of study, the student should first consult an instructor in that program area. If the student is advised to pursue the course substitution, he or she should obtain a Course Substitution Form from the Records Office. On this form the student will describe the substitutions sought and the reason for making that request. Such course substitution requests must receive approval from the Office of Instructional Services.

DEVELOPMENTAL STUDIES

Walker Technical Institute is dedicated to helping its students succeed. As a result of this dedication, foundation courses in English, reading, and mathematics are offered for students who do not meet admission requirements, thus improving the student's chance of success upon enrolling in a regular program of study.

At the time a student makes application to the school, he or she will be given a placement test. This test is used for counseling and placement purposes only. If the test indicates that the student is not academically prepared to enter a regular program of study, the student may be granted provisional admission status to the Institute and will be placed in one or more developmental courses. Once the student has successfully completed the developmental course work, he or she will proceed into courses in the desired program of study. The table below shows the relationship of developmental courses to the regular program general core math and English courses.

A student who successfully completes the developmental course on the left may move into the regular program general core course on the right or to the next higher developmental course in that area.

Developmental Course	Program General Core Course
MAT 95	
MAT 96	MAT 100
MAT 97/100	MAT 101 or MAT 111
MAT 98	MAT 103
RDG 95	
RDG 96	ENG 100
RDG 97	ENG 101 or ENG 111
RDG 98	ENG 102
ENG 95	
ENG 96	ENG 100
ENG 97/100	ENG 101 or ENG 111
ENG 98/100	ENG 102

In order to successfully complete a developmental studies course, the student must meet the following criteria:

1. Retest on the placement exam and/or final exam

2. 80% or above on coursework

3. Instructor recommendation

If an applicant to the Institute scores below the recommended level for entry into the Developmental Studies Program, referral will be made to a program such as Adult Basic Education.

DROP/ADD PERIOD

A student may drop or add a course without academic penalty within the first fourteen (14) consecutive calendar days, including holidays, following the beginning date for any quarter. All schedule changes must be approved by the instructor and the student's academic advisor. To drop or add a class, the student must fill out a Change of Registration Form (obtained in the Records Office) and return it to the Records Office with the appropriate signatures. Course(s) dropped during the drop/add period will not appear on the student's official academic record. A student may drop a class after the official drop/add period but before the last week of the term. Students who drop a course during this time period will be assigned a grade of WP or WF. A student who stops attending a class, but who does not officially drop that class will receive a grade of F.

ELECTIVES

Elective hours allow the student to explore a field of interest or to enhance the program of study in which the student is enrolled. Students may select elective hours from any course offered.

GRADE REPORTS

Grade reports are mailed to students approximately two weeks after the close of a quarter. Grades will not be given out over the phone.

INDEBTEDNESS

It is expected that every student will discharge any indebtedness to the Institute as quickly as possible. No degree or diploma will be conferred, nor any record transcript issued to a student who has not made satisfactory settlement with the Business Office for all of his/her indebtedness to the Institute. A student may be prohibited from attending classes or taking final examinations after the due date of any unpaid obligation.

LATE REGISTRATION

The late registration period extends the first five (5) class days, into each quarter. After that period, any student wishing to register must receive permission by the Director of Instruction. There is a late registration fee of $20.

NOTIFICATION TO STUDENTS REGARDING TESTING AS A DEGREE REQUIREMENT

Any or all students may be required to take one or more tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation or for the purpose of evaluation of academic programs. Unless otherwise provided for in any individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required for all students, students in selected programs, and for students selected on a sample basis.

PROOF OF REGISTRATION

Students are required to present proof of registration and payment of fees upon entering each course at the beginning of the quarter. This includes courses added during the drop/add period.

TRANSCRIPTS

The Institute maintains the position that students' records are their own property; therefore, this information is released only when a student signs a Student Release form in the Admissions Office. Students may have copies of their transcript sent to any institutions or individuals they choose. They may also order copies for their own use. The first copy is free; $2.00 is charged for each additional copy.

TRANSCRIPT EVALUATION

Walker Technical Institute accepts transfer credits only from schools that are COEI or COC accredited through the Southern Association of Colleges and Schools. A grade of "C" or better is required in order for the credit to transfer. Transfer credit

is given only for courses with an equivalent at Walker Technical Institute. In order to receive transfer credit, the student must complete a Transcript Evaluation Form and have official copies of any school transcripts sent to the Admissions Office. Transcripts are generally evaluated within two weeks after receipt.

WITHDRAWAL FROM THE INSTITUTE

Students desiring to completely withdraw from the Institute should consult their academic advisor and/or counselor. Advisors and counselors are interested in providing assistance to students; they may be able to help students plan their educational pursuits and/or provide needed job information.

In order to officially withdraw from the school, the student must obtain a Withdrawal Form from the Records Office, complete the form and return it to that office. A student who stops attending classes, but who does not officially withdraw from these classes will receive failing grades.

WORK ETHICS

A code of ethics is basic to all cultures, groups, and professions. Ethics provide guidelines for living and/or performing, and serve as the basis for making difficult decisions. Classroom instruction on ethical work standards is, therefore, provided in each course, and students receive the opportunity to practice these ethics in an educational setting before they enter the work place.

Each student is evaluated in terms of his or her work ethics twice each quarter, at midterm and at the end of the quarter. This evaluation is reflected in a separate grade on the student's transcript. Attributes measured as a part of work ethics are attendance, punctuality, attitude, participation/initiative, use of equipment, work procedures/safety, professionalism, and problem solving. Details of the work ethics component for each course are provided to the students by the instructor of that course.

DRUG AND ALCOHOL

Walker Technical Institute prohibits the unlawful possession, manufacturing, distribution, dispensation and use of illicit drugs and alcohol, on the institutional premises, or at institute sponsored events, in accordance with the Alcohol and Drug Free Communities and School Act Amendments of 1989. (Public Law 101-226).

In compliance with the Federal Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Section 22, Drug Free Schools and Campuses, Walker Technical Institute implements and maintains a drug free program. The Act ensures the prevention of the use of illicit drugs and abuse of alcohol by students.

Students indicted for possession or sale of illegal drugs, alcohol, and/or other mind-altering substances will be suspended from school, forfeit all claim to financial aid, and be requested to repay all previously received financial aid as prescribed in the Student Handbook and other publications to students.

CAMPUS SECURITY POLICIES AND CRIME

Title II of Public Law-542 is the Crime Awareness and Campus Security Act of 1990 (the ACT). As a condition of continued participation in the Title IV, student financial assistance programs, this Act requires Walker Technical Institute to prepare, publish, and distribute certain policies and information to all current students

and employees and to any applicant for enrollment or employment upon request, beginning September 1, 1992, and each year thereafter. This includes information on criminal actions or other emergencies occurring on "campus" and the institute's response, current policies concerning security and access to "campus facilities," and recent statistics on criminal offenses reported to local police agencies. Walker Technical Institute makes statements of policy regarding the possession, use, and sale of alcoholic beverages and the possession, use, and sale of illegal drugs.

Walker Technical Institute's Campus Security Policy and Crime Statistics Report is distributed to all prospective and current students and employees and is available upon request from the Financial Aid Office. Complete statistics are available in the Student Handbook.

HEALTH AND SAFETY

The Walker Technical Institute campus has first aid kits which meet OSHA standards.

Students are referred to off-campus facilities for treatment of injuries or illnesses. Medical care at off-campus facilities is the student's financial responsibility.

Students are given an option to obtain a student accident insurance plan designed especially for the students of Community and Technical Colleges. Complete details of the coverage may be obtained from the Office of the Registrar.

SEXUAL HARASSMENT POLICY

The Department of Technical and Adult Education does not tolerate sexual harassment. Sexual harassment is a form of sex discrimination and is a violation of State and Federal law. It is the intent of the State Board of Technical and Adult Education to provide an academic and work environment free of any type of harassment including sexual harassment for all students and employees.

Complete information is available in the Student Handbook.

CONDUCT

Students of Walker Technical Institute have an obligation to assist in making the school an effective place for the transmission of knowledge, the pursuit of truth, the development of self, and the improvement of society.

As citizens, students enjoy the freedoms that other citizens enjoy and, in turn, they are responsible for conducting themselves in accordance with the requirements of law.

Students must adhere to all rules, regulations, and policies of the Institute and must also adhere to student conduct regulations as published in the Student Handbook which is provided to all students. Students who violate the Student Conduct Regulations are subject to disciplinary proceedings as prescribed in the Student Handbook and other publications to students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
Notice to Students

Walker Technical Institute informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, to provide the guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Directory information will be treated as public information and will generally be available on all students and former students at the discretion of the institution. Directory information includes:

> The student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height; weight; age; hometown; hobbies; general interest items of members of athletic teams; dates of attendance; degrees; honors; awards applied for and/or received; and previous educational institutions attended by the student.

Any student who does not wish directory information disclosed must file a written request with the Vice President for Student Services.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

ADMISSIONS

ADMISSIONS POLICY

The admissions policy of Walker Technical Institute assures the citizens of Georgia equal access to the opportunity to develop the knowledge, skills and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admissions to Walker Technical Institute will:

Be nondiscriminatory to any eligible applicant regardless of race, color, national origin, sex, handicap, religion, age or marital status;

Increase the prospective student's opportunities;

Guide the implementation of all activities related to admission to Walker Technical Institute and its programs, to student financial aid and to the recruitment, placement and retention of students; and

Complement the instructional program.

ADMISSIONS PROCEDURE FOR DIPLOMA PROGRAMS

1. A $15.00 application fee must be submitted to the admissions office along with a completed application. Former students are not subject to application fees but a new application may need to be completed.

2. It is the responsibility of the student to provide Walker Technical Institute with a high school transcript or GED results and transcripts from any other post-secondary schools attended.

3. For placement purposes only, students are required to take a placement exam. The test is free and is given frequently at convenient times throughout the year. If a student does not achieve the required score for entrance into a program, he or she should first complete the prescribed developmental studies course(s) before taking the exam a second time.

   A student who wishes to retake the placement exam must wait 30 days before taking it a second time. Students are generally not allowed to take this exam more than twice. Permission for taking the placement exam three or more times must be granted from the Office of Instructional Services and must include the completion of intervention strategies prior to the third administration.

4. After the application has been received and the applicant has submitted all necessary test scores and transcripts, the student should meet with his/her advisor.

5. Some programs may have additional admission requirements.

CATEGORIES OF ADMISSION

Admission to Walker Technical Institute will be in one of the following categories: Regular, Provisional, Developmental, or Special.

REGULAR ADMISSION REQUIREMENTS

1. Regular admission of students to a diploma or degree program is contingent upon meeting statewide minimum admissions requirements; (1) proper completion of application, assessment and placement procedures; (2) and institutional admissions requirements established for that specific program.

2. Regular admission of transfer students to a diploma program is contingent upon their meeting the following requirements:
   a. regular admission and good standing at a regionally accredited diploma or degree granting institution and
   b. proper completion of application and related procedures.

PROVISIONAL ADMISSION REQUIREMENTS

1. Provisional admission of students to a diploma program is based on an evaluation of test scores and other admissions file data by Admissions Office staff and program faculty and upon proper completion of application, assessment and placement procedures.

2. Provisionally admitted students will satisfy developmental studies requirements and/or take pre-tech courses and may take certain occupational courses as designated in the program-specific standards.

3. Provisional admission of transfer students to a diploma program is contingent upon their meeting applicable licensure and accreditation requirements.

4. All diploma program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and developmental studies coursework in order to progress through the state standard curriculum.

DEVELOPMENTAL STUDIES ADMISSION REQUIREMENTS

1. Developmental studies admission is granted to students who do not achieve the required score on the English, reading, or math portion of the placement exam. Applicants who test below a designated area will be referred to the Adult Basic Education program. This program allows students to review the needed skills at no charge.

2. Students classified in this category are eligible to enroll in developmental studies classes or program level courses for which they have met the prerequisites.

3. Admission of developmental studies transfer students is contingent upon their meeting applicable licensure and accreditation requirements.

SPECIAL STUDENT ADMISSION REQUIREMENTS

1. The special student admissions category is designated to be an admissions method for non-diploma seeking students who desire credit for coursework which they may complete in a specific program. Applicants in this classification may enroll and receive up to a maximum of 25 credit hours in a specific program and have the option of applying for regular diploma seeking status upon or before reaching the 25 credit hour maximum.

2. A student in good standing at another accredited institution may be permitted to enroll as a special student on a space-available basis in order to complete work to be transferred back to the parent institution. A transient student should be advised in writing by the parent institution concerning recommended courses.

The transient student must:

a. Submit an application for admission to the host institution. A transient student will be designated as a special student by the host institution for reporting purposes.

b. Present a statement from the Registrar or Academic Dean of the parent institution to the effect that the student is in good standing and eligible to return to that institution. Note: The 25-hour credit maximum may be waived for the student upon the recommendation of the parent institution.

c. Pay scheduled fees of the host institution.

SENIOR CITIZENS

Residents of Georgia who are 62 years of age or older may request a waiver of tuition fees. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, non-credit courses, or seminars. If tuition is waived under this policy, admission will be granted only on a space available basis. Senior citizens must meet all other admissions requirements as specified in the school catalog. Proof of age must be presented at registration to receive a fee waiver.

STUDENT DEVELOPMENT SERVICES

The major objective of the Student Development Services Program at Walker Technical Institute is to assist students in developing the attitudes and abilities necessary to be successful in the occupation they plan to enter.

ORIENTATION

In order that new students may be fully informed and aware of all phases of school life, a program of orientation is provided during the registration period. Orientation includes an introduction of faculty and staff, a survey of school facilities, an explanation of school rules and policies, and a briefing on Student Development Services. New students are required to attend orientation.

CAREER EXPLORATION

Walker Technical Institute's professional career counseling staff provides computerized and personal career counseling, various career interest assessments, computerized career guidance and program observation. Located in the testing center, the service is free and open to the public. Adults who are interested in making a change in their career direction should contact the center and make an appointment to receive testing and counseling and to take advantage of other resources designed to give information and support.

COUNSELING

Walker Technical Institute provides professional counseling services for students who need assistance with school-related problems.

HANDICAPPED SERVICES

A special needs counselor is available to those students with handicapping conditions who may need individual educational plans, specialized equipment, books, or referral services.

JOB PLACEMENT

The Job Placement Office at Walker Technical Institute assists students in selecting appropriate employment upon completion of their courses of study. Some assistance may be given for part-time work while attending school. The services at the placement office are available for all students.

The successful placement of our graduates is one of the major goals of the staff at Walker Technical Institute.

FOLLOW-UP

The follow-up program maintains contact with former students in the employment field. The data collected from graduates and their employers assists Walker Technical Institute in meeting its training objectives and developing up-to-date curricula for its courses of study.

SERVICES FOR SPECIAL POPULATIONS

Walker Technical Institute is committed to providing technical education to students with special needs through the special populations assistance program under the administration of the Vice President of Student Services. The two primary purposes of the program are:

1. To improve the educational development of the special populations students; and
2. To improve the understanding and support of the campus environment.

Special populations students are those special needs students who are academically and/or economically disadvantaged, are physically and/or mentally handicapped (as defined under Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990) and as defined by Carl Perkins Vocational Applied Technology (who are national origin minority students with limited English language skills, and non transitional students.)

Students attending Walker Technical Institute who have special needs should contact the Vice President of Student Services or the Director of Counseling and Assessment for counseling and initiation of intervention strategies.

To insure equal access and equal opportunity for all students, Walker Technical Institute provides access to the following services:

    Disadvantaged/Developmental Services
    Handicapped Services
    Sex Equity Services
    Single Parent, Displaced Homemaker Services
    Financial Aid Services
    Community Based Organization Services
    JTPA Services
    PEACH Services
    Limited English Proficiency Services and
    Vocational Rehabilitation Services

STUDENT ORGANIZATIONS AND ACTIVITIES

The following authorized activities are available to Walker Technical Institute students.

NATIONAL VOCATIONAL-TECHNICAL HONOR SOCIETY

Students who maintain an average of 3.5 for a minimum of two quarters and who are of high moral character are eligible for membership in the National Vocational-Technical Honor Society.

The purpose of this organization is to recognize outstanding postsecondary technical students. Students are inducted into this organization twice a year.

DELTA EPSILON CHI

Delta Epsilon Chi is a student-centered organization whose program of leadership and personal development is specifically designed for students enrolled in Marketing Administration. Participation in the state and national Delta Epsilon Chi Organization provides students with many challenging and exciting opportunities — all designed for professional career development. Leadership experiences, personal recognition, and the opportunity to contribute services to the local community are available through membership in this professional organization.

ALUMNI ASSOCIATION

Former students are encouraged to join the Walker Technical Institute Alumni Association. The association provides former Walker Tech students the opportunity to give needed input on ways in which Walker Technical Institute can effectively promote technical education to the community. Additional information can be obtained by contacting the Alumni Sponsor, Walker Technical Institute, 265 Bicentennial Trail, Rock Spring, GA 30739.

SCETA

The Student Chapter Electronics Technician Association is open to electronic students who are in good standing at Walker Technical Institute. The purpose of this organization is to promote electronics as a career.

STUDENT COUNCIL

The student council is an organization made up of representatives from all occupational programs at Walker Tech. This organization works on projects throughout the year to benefit the institution and its students.

GOAL PROGRAM

The Georgia Occupational Award for Leadership is a recognition sponsored jointly at the state level by the Department of Technical and Adult Education and the Business Council of Georgia. At the local level the program is sponsored by the Walker County Chamber of Commerce and Walker Technical Institute. The purpose of the program is to give proper recognition to the dignity and importance of technical education in today's modern economy.

In the spring, four local winners will be selected by a screening committee. Each winner will be awarded a cash prize. Of the four local winners, one will be selected to represent Walker Technical Institute in the state contest.

Grades, attitude, personal goals, and self-confidence are considered in selecting GOAL winners.

FINANCIAL AID

Walker Technical Institute realizes that some students need financial assistance in order to attend school. Students at Walker Technical Institute can look to several areas for financial aid: Federal Pell Grants, Job Training Partnership Act (JTPA), the HOPE Program, Federal Work Study, Georgia Student Incentive Grants, and need-based scholarships.

To be eligible for financial aid, a student must have a high school diploma or equivalent (GED) or demonstrate ability to benefit from the course of study. Students must be accepted into a diploma or degree program at the institute.

Students must complete the **Free Application for Federal Student Aid** and the **Walker Technical Institute Financial Aid Application** each academic year to be considered for any assistance. The Financial Aid academic year begins Summer Quarter and the applications are available in January (six months prior to the start of the summer term). Applications may be picked up in the Admissions or Financial Aid offices, or call the school and request an application by mail.

Students should complete the **Free Application for Federal Student Aid** and mail it to the needs analysis processor at least two to three months before their first quarter in school. Applications may be filed throughout the year, but students who have not completed all paperwork prior to registration will not have funds available at the beginning of the quarter. Students will receive their Student Aid Report (SAR) four to six weeks after mailing the **Free Application for Federal Student Aid.** These papers must be submitted to the Financial Aid office to determine student eligibility for assistance. After students complete all other required paperwork, they will receive an award notification letter showing the types and amounts of assistance for which they qualify. After students' checks are ordered, they are notified when they may pick up their checks in the Business Office. Please check with the Financial Aid Office for more details on the application process.

ACADEMIC POLICIES FOR FINANCIAL AID

Federal regulations require the institution to establish policies to measure whether students applying for financial aid are in good academic standing and making satisfactory academic progress toward completion of their diploma or degree programs.

A detailed description of the satisfactory academic progress policy is available in the Financial Aid Office.

FEDERAL WORK-STUDY

This program allows students to work in on-campus jobs and earn money to pay their educational expenses. Students will normally be paid the Federal minimum wage, and are paid monthly based on the number of hours worked. Students should apply for the Federal Pell Grant initially and their eligibility for College Work-Study will be determined from their Student Aid Report papers. Students should contact the Financial Aid Office for more details and to find out the types of jobs available.

FEDERAL PELL GRANT

Students who demonstrate financial need and are enrolled in a diploma or degree program may be eligible for this grant. The amount of the grant ranges from $400 to $2300 per academic year, depending on the level of federal

funding, cost of education, enrollment status, and the student's Expected Family Contribution (EFC) which is taken from the Student Aid Report. Complete eligibility requirements are available from the Financial Aid Office.

GEORGIA STUDENT INCENTIVE GRANT

Georgia residents attending full-time with sufficient financial need may be eligible for this grant. Funds are limited and therefore, awards are made on a first come-first served basis. Students should file the **Free Application for Federal Student Aid** as early as possible (January or February prior to the upcoming academic year). Awards for a minimum of $100 are made for the Fall, Winter, and Spring quarters.

REHABILITATION SERVICES

Vocational Rehabilitation cooperates with Walker Technical Institute by providing financial assistance to students who have handicaps or disabilities and who qualify for Vocational Rehabilitation.

VETERANS BENEFITS

Veterans benefits are available to qualified veterans and dependents of deceased or disabled veterans. Applicants should contact the Financial Aid Office or their local or regional Veterans Administration Office to obtain applications.

WALKER TECHNICAL INSTITUTE FOUNDATION SCHOLARSHIPS

A limited number of scholarships and loans, funded by the Walker Technical Institute Foundation, are available for students who demonstrate financial need. For additional information, contact the Financial Aid Office.

BARBARA BYRD MEMORIAL SCHOLARSHIP

A limited number of scholarships, funded by friends and relatives of the late Barbara Byrd, are available to students with financial need.

KITCHENS SCHOLARSHIP

The Kitchens scholarship is given annually to a qualified student. This scholarship is funded by donations to the Walker Technical Institute Foundation by Dr. and Mrs. S.B. Kitchens.

COBB SCHOLARSHIP

The Cobb Scholarship is given annually to a qualified student. This scholarship is funded by donations to the Walker Technical Institute Foundation by Frank and Vera Cobb.

ELEVATOR MAINTENANCE SCHOLARSHIP

The Elevator Maintenance Corporation funds an annual scholarship to assist a special needs student with either a physical or mental handicap.

HUTCHESON MEDICAL CENTER SCHOLARSHIPS

Hutcheson Medical Center awards five scholarships annually to qualified practical nursing students. To qualify for these scholarships, students must complete a minimum of two quarters in the program and maintain satisfactory

progress toward a diploma. The scholarship recipient must also agree to work for a minimum of one year at Hutcheson Medical Center upon completing the program.

JOHN RATLEDGE MEMORIAL SCHOLARSHIP

A tuition scholarship is presented annually to an outstanding welding student in memory of the late John Ratledge.

HOPE PROGRAM

This state funded program is available for most Georgia residents attending Walker Technical Institute. The HOPE Program pays all tuition costs for those who qualify and are not receiving federal financial aid to cover tuition. You must complete the **Free Application for Federal Student Aid** and the **Walker Technical Institute Financial Aid Application** to apply for the HOPE Program. For students pursuing a diploma or certificate program, there are **no** income guidelines. Students pursuing a degree must meet income and grade point average guidelines. Contact the Financial Aid Office for complete regulations and eligibility requirements.

JOB TRAINING PARTNERSHIP ACT (JTPA)

This is a federal program available to students who qualify based on federal income guidelines. This program pays tuition, books, and supplies for full-time students. There is also a travel, meal, and child care allowance to those qualifying. All persons interested in applying for JTPA must first apply for the Federal Pell Grant. To apply for JTPA, contact the JTPA office at Walker Technical Institute.
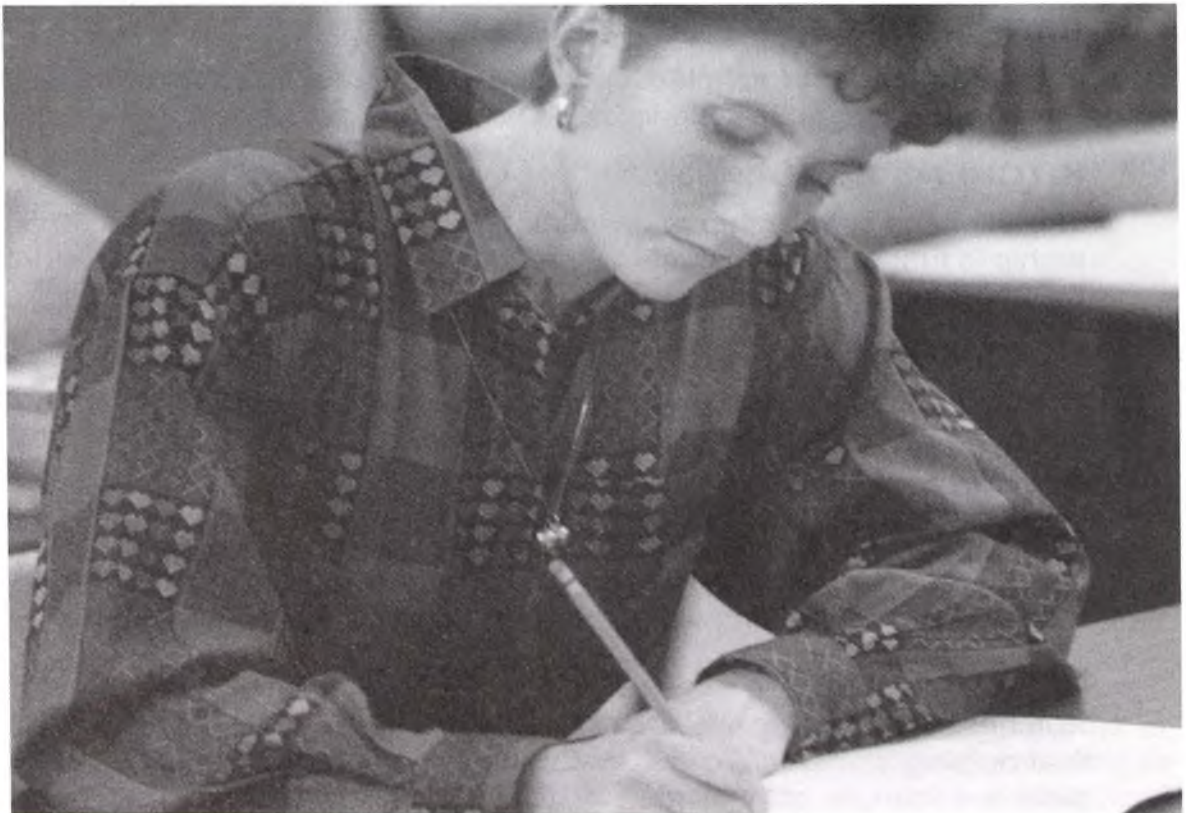
FINANCIAL INFORMATION

ACCIDENT INSURANCE

Accident insurance is included in the student activity fee. Any student taking one or more credit classes is covered by student accident insurance.

APPLICATION FEE

Students applying for admission to any credit course must pay an application fee of $15.00 which is non-refundable.

ACTIVITY FEE

All students applying for admission to any credit course must pay a student activity fee which is non-refundable.

BOOKS

Textbooks can be purchased in the bookstore.

CHALLENGE FEE

Students who wish to receive credit by exam will be charged a $25.00 challenge fee for each class they challenge. For more information, please read the Credit by Examination section under Academic Policies in this catalog.

GRADUATION FEE

All graduates will be charged a $15.00 graduation fee which includes the cost of the diploma and diploma cover. Caps and gowns may be purchased at a separate cost from the bookstore.

LATE REGISTRATION FEE

There will be an additional fee charged to all new and returning students who fail to register prior to the starting date of the quarter. Students not registering on or before the starting date of the quarter will be charged a $20.00 late fee.

REFUND POLICY

It is the policy of Walker Technical Institute to refund 75% of the fees paid if the student formally withdraws within fourteen consecutive calendar days, including holidays, following the first day of class. No refunds will be issued after this date. Formal withdrawal prior to the first day of class will result in a 100% refund. Application fees are not refundable. To receive a refund on any fees paid, the student must initiate the refund proceedings by furnishing a receipt and completing and signing the Refund Request Form. These forms are available in the Records Office.

TOOLS

Some programs require that students furnish hand tools. These are areas where a person would be expected to have tools upon employment. The tools required by these programs may not constitute a complete set but will be adequate to get the student off to a good start in the work place.

TRANSCRIPT FEE

The first transcript will be processed free. A fee of $2.00 will be charged for the second and additional copies. To obtain a transcript, a request must be made in writing to the Registrar. Transcripts may not be requested by telephone.

TUITION

All credit students will be assessed fees at the rate of $16.00 per credit hour. A student registering for twelve (12) or more credit hours will be considered a full-time student and will pay $192.00 for credit programs.

SINGLE PARENT/DISPLACED HOMEMAKER PROGRAM

Displaced homemakers are individuals who have experienced a sudden personal and economic dislocation due to divorce, separation, disability, or death of a spouse. For many years they may have been full-time homemakers dependent on the income of a spouse, but dislocation from the role requires that they become employed.

The barriers displaced homemakers encounter when they seek employment are numerous. Displaced homemakers are subject to the highest unemployment rate of any single group. Age, lack of prior paid work experience, limited education, and lack of specific job skills are but some of the obstacles to employment.

In order to assist single parents and displaced homemakers with career and life planning decisions, a program called New Connections in Georgia is available at Walker Technical Institute. This program has been developed to serve single parents (male or female), displaced homemakers, and single pregnant women by empowering them to gather information, explore career alternatives and become prepared to enter the job market.

The primary objective of the program is to provide a supportive environment where participants can develop a personal plan of action that will lead to employment and help them to overcome the barriers that prevent them from becoming independent and employable. This is accomplished through a series of workshops and small group seminars that include educational and career opportunities; information about non-traditional jobs; and a program of assessing personal skills, interests and values. In addition, the program offers counseling in coping skills and includes such topics as dealing with stress, legal rights, decision making, and problem solving.

There is no charge to the displaced homemaker or single parent for any of the program services.

More information regarding the workshop schedules may be obtained by contacting the New Connections in Georgia Program at Walker Technical Institute.

EXPANDED HORIZONS EQUITY PROGRAM

Traditional ideas that suggest that "this is man's job and that's woman's work," just aren't true anymore. Today's jobs are open to qualified applicants. Walker Technical Institute's Expanded Horizons Equity Program is designed to assist males and females who are pioneering into nontraditional technical training.

Nontraditional Programs for men include: Business and Office Technology, Information and Office Technology, Cosmetology and Practical Nursing. Nontraditional Programs for women include: Air Conditioning Technology, Drafting, Electronics, Industrial Maintenance, Machine Tool Technology, and Commercial Truck Driving.

The Expanded Horizons Equity program at Walker Technical Institute attempts to assist individuals who must overcome certain obstacles in order to complete nontraditional technical training, obtain productive employment, and become self-sufficient. Funded by the Carl D. Perkins allocation grant, Expanded Horizons provides career guidance, job search skills, tuition assistance, assistance for books, tools, and supplies and a fitness training program for females through the YMCA. Expended Horizons provides enhanced services and coordination of resources to individuals who might otherwise be forced to forego educational opportunities.

BUSINESS AND INDUSTRY SERVICES

EXISTING BUSINESS AND INDUSTRY

Walker Technical Institute's Business and Industry Services division provides training consultation and analysis to assist in determining training needs for existing business and industry in the four-county service area. Customized training programs can be developed that are tailored to meet specific needs of the employer. These programs include business, trade, technical, and supervisory skills development. Training can be conducted either on campus or in the participating company's facilities.

QUICK START - TRAINING FOR NEW AND EXPANDING INDUSTRY

This state program is also administered through Walker Technical Institute's Business and Industry Services division. It is designed to provide direct assistance to new industry or industry expansion which requires addition of production personnel and equipment.

The intent of the Quick Start program is to train for initial start-up of a new or expanding industry. This training may include semiskilled, skilled, technical, basic academic, and supervisory training to ensure success of trainees.

Contact the Vice President for Business and Industry Services for more information or to discuss specific industry training needs.

ADULT LITERACY PROGRAMS

Adult Literacy is a program specifically designed for adults who have different needs, backgrounds, and skills. Therefore, a flexible program has been designed which will meet the needs of any individual who wishes to participate.

Both day and evening classes are offered in Walker Technical Institute's service area. Instruction is offered at three levels. These levels are as follows: adult basic level, which provides instruction in the areas of reading readiness, basic arithmetic skills, and basic grammar; adult general level, which provides instruction in the areas of reading comprehension, reading in the content areas, mathematics, and language arts; and adult specialized level, which provides instruction that will enable a student to develop the skills necessary to pass the GED examination. Adult literacy classes are available at Walker Technical Institute, Rossville, Ringgold, Trenton, and Summerville, Georgia. On-site industry classes are also available upon request. There is no charge for adult literacy classes. Individuals needing additional information may contact the Director of Adult Literacy.

COMMUNITY EDUCATION

In addition to the regular diploma programs, Walker Technical Institute offers ongoing Community Education short-term classes and programs. Community Education courses are offered in three broad areas: fine arts, professional development, and personal enrichment.

Each person who satisfactorily completes a Community Education class receives a certificate. If requested in writing, a record of Community Education courses may be sent to a potential employer.

Students enrolled in Community Education classes do not have to take the admission examination. Students may register for Community Education courses by phone, fax, mail, or walk-in procedures. Catalogs listing courses are published quarterly and are available free upon request. For information on Community Education courses, contact the Community Education Office.
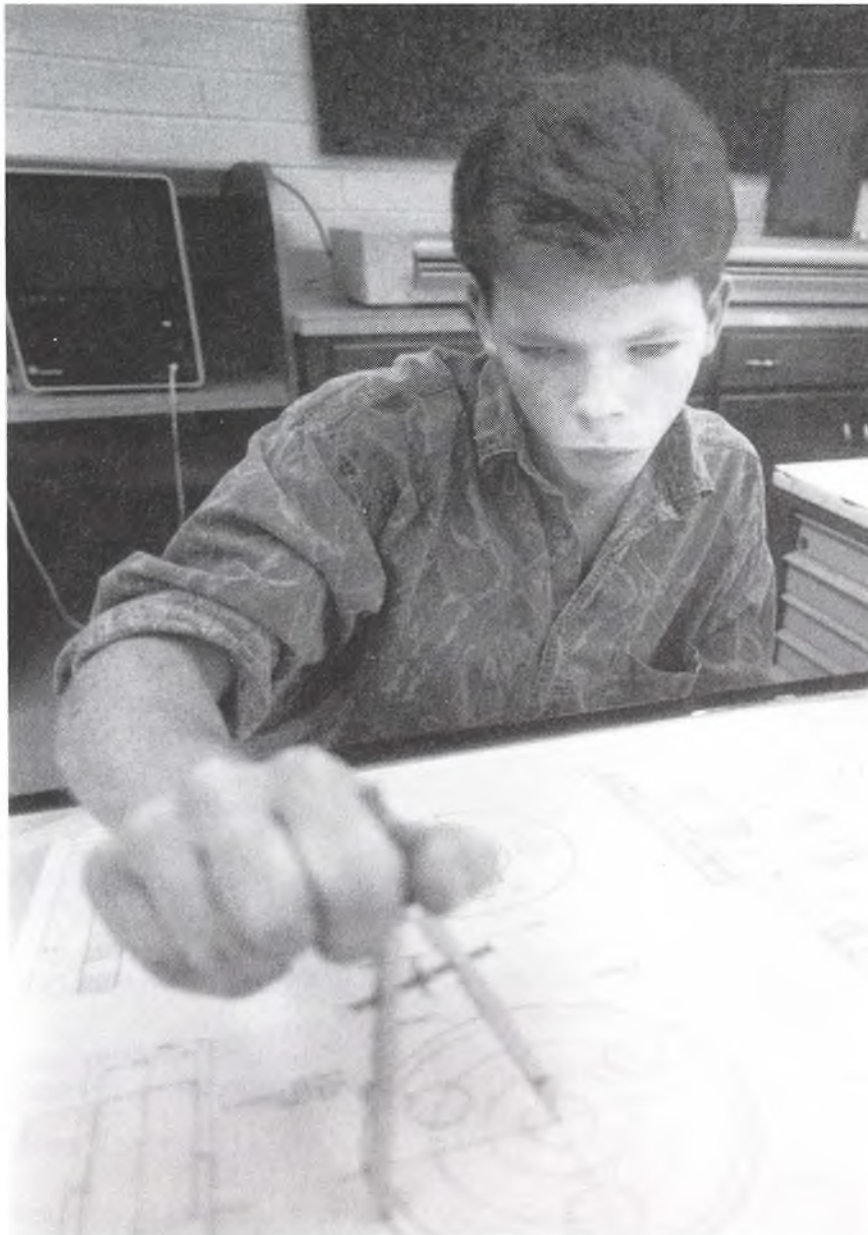
ACCOUNTING
Associate in Applied Technology Degree
Program Description

The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and application necessary for successful employment using both manual and computerized accounting systems. Graduates receive the Associate in Applied Technology degree in Accounting.

Admission Requirements

The requirements for admission to the Accounting program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English, and mathematics on the placement examination;
> documentation of high school graduation or completion of High School Equivalency Certificate requirements;
> completion of application and related procedures.

ACCOUNTING
Associate in Applied Technology Degree
COURSE OUTLINE

Credit Hours

General Core Courses

Area I

ENG 191 Composition and Rhetoric I	5
SPC 191 Fundamentals of Speech	5

Area II

PSY 191 Introductory Psychology	5
ECO 193 Macroeconomics	5

Area III

MAT 191 College Algebra	5

Fundamental Occupational Courses

ACC 101 Principles of Accounting I	5
BUS 101 Keyboarding/Typewriting	5
BUS 104 Microcomputer Fundamentals	5
BUS 108 Word Processing	5

Specific Occupational Courses

ACC 102 Principles of Accounting II	5
ACC 103 Principles of Accounting III	5
ACC 104 Computerized Accounting	3
ACC 105 Accounting Database Fundamentals	3
ACC 106 Accounting Spreadsheet Fundamentals	3
ACC 152 Payroll Accounting	4
ACC 156 Tax Accounting	4
ACC 160 Advanced Accounting Spreadsheet Applications	4

One course from three areas below

Business in Society

ACC 155 Legal Environment of Business	5
MKT 103 Business Law	5

Economics

ECO 191 Principles of Economics	5
ECO 192 Microeconomics	5
ECO 193 Macroeconomics	5

Entrepreneurship

MKT 110 Entrepreneurship	8

Finance

ACC 154 Personal Finance	5
FIN 191 Introduction to Finance	5

Marketing

MKT 100 Introduction to Marketing	5

Management

BUS 151 Introduction to Business	5
MKT 101 Principles of Management	5

General Electives		9
	Total	100

Total Hours Required for Graduation   100

COMPUTER PROGRAMMING
Associate in Applied Technology Degree
Program Description

The Computer Programming associate degree program is a sequence of courses that prepares students for careers in computer programming. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of design concepts and language skills necessary for successful employment. Graduates receive the Associate in Applied Technology degree in Computer Programming.

Admission Requirements

The requirements for admission to the Computer Programming program are:

    attainment of 16 or more years of age;
    achievement of an acceptable score in reading, English, and mathematics on the placement examination;
    documentation of high school graduation or completion of High School Equivalency Certificate requirements;
    completion of application and related procedures.

COMPUTER PROGRAMMING
Associate in Applied Technology Degree
COURSE OUTLINE

Credit Hours

General Core Courses

Area I

ENG	191	Composition and Rhetoric I	5
SPC	191	Fundamentals of Speech	5

Area II

PSY	191	Introductory Psychology	5
ECO	193	Macroeconomics	5

Area III

MAT	191	College Algebra	5

Fundamental Occupational Courses

ACC	101	Principles of Accounting I	5
CIS	102	Introduction to Computers	6
CIS	103	Operating Systems Concepts	4
CIS	105	Program Design and Development	5

Specific Occupational Courses

CIS	112	Systems Analysis and Design	4
CIS	113	COBOL I	8
CIS	114	COBOL II	8
CIS	214	Database Management	6
CIS	xxx	Language Electives	24
		Elective	5

And two courses from two areas listed below

Option I

Business in Society

ACC	155	Legal Environment in Business	5

Economics

ECO	191	Principles of Economics	5
ECO	192	Microeconomics	5
ECO	193	Macroeconomics	5

Entrepreneurship

MKT	110	Entrepreneurship	8

Finance

ACC	154	Personal Finance	5
FIN	191	Introduction to Finance	5

Management

MKT	101	Principles of Management	5

Marketing

MKT	100	Introduction to Marketing	5

Electives 6

Total 116

Option II

XXX	xxx	Program Specific Electives	10
XXX	xxx	Electives	6

Total Hours Required For Graduation 116

Curriculum satisfies the accreditation requirements of the Association of Collegiate Business Schools and Programs (ACBSP)

DRAFTING
Associate in Applied Technology Degree
Institutional

Program Description

The Drafting associate degree program is a sequence of courses that prepares students for careers in drafting technology. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting. Graduates receive the Associate in Applied Technology degree in Drafting with a specialization in architectural or mechanical drafting.

Admission Requirements

The requirements for admission to the Drafting program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English, and mathematics on the placement examination;
> documentation of high school graduation or completion of High School Equivalency Certificate requirements;
> completion of application and related procedures.

DRAFTING
Associate in Applied Technology Degree
Institutional

COURSE OUTLINE

		Credit Hours
General Core Courses		
Area I		
ENG 191	Composition and Rhetoric I	5
ENG 195	Technical Communication	5
Area II		
PSY 191	Introductory Psychology	5
Area III		
MAT 191	College Algebra	5
MAT 193	College Trigonometry	5
Fundamental Technical Courses		
CMP 101	Introduction to Microcomputers	3
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
DDF 104	Pictorial Drawing	3
DDF 105	Auxiliary Views	3
Specific Technical Courses		
DDF 106	Fasteners	3
DDF 107	Introduction to Computer Aided Drafting	5
DDF 108	Intersections	5
DDF 109	Assembly Drawing I	5
DDF 110	Assembly Drawing II	5
DDF 201	Strength of Materials	5
	and	
Architectural Specialization		
DDS 203	Surveying I	3
DDS 204	Estimating	3
DDS 205	Residential Architectural I	6
DDS 208	Residential Architectural II	6
DDS 209	Structural Steel Detailing	6
DDS 210	Commercial Architectural Drawing I	6
	or	
Mechanical Specialization		
DDS 226	Manufacturing Processes	4
DDS 229	Gears and Cams	6
DDS 230	Mechanisms I	7
DDS 232	Mechanical Power Transmission	6
DDS 239	Advanced Drafting Practicum	4
XXX xxx	Elective	3
General Electives		6
	Total	114

Total Credits Required For Graduation   114

ELECTRONICS TECHNOLOGY
Associate in Applied Technology Degree
Program Description

The Electronics Technology associate degree program is a sequence of courses that prepares students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive the Associate in Applied Technology degree in Electronics with a specialization in computer electronics or industrial electronics.

Admission Requirements

The requirements for admission to the Electronics Technology program are:

   attainment of 16 or more years of age;
   achievement of an acceptable score in reading, English, and mathematics
      on the placement examination;
   documentation of high school graduation or completion of High School
      Equivalency Certificate requirements;
   completion of application and related procedures.

ELECTRONICS TECHNOLOGY
ASSOCIATE IN APPLIED TECHNOLOGY DEGREE
COURSE OUTLINE

Credit Hours

General Core Courses

ENG	191	Composition and Rhetoric I	5
ENG	195	Technical Communication	5
PSY	191	Introductory Psychology	5
		or	
ECO	191	Principles of Economics	5
MAT	191	College Algebra	5
MAT	193	College Trigonometry	5

Fundamental Technical Courses

ELC	104	Soldering Technology	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
ELC	111	Electronics Microcomputer Applications I	3

Specific Technical Courses

ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	4
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	4
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4

(Completion of one of the following specializations is required.)

Computer Electronics Technology Specialization

ELC	121	Microprocessors II	4
ELC	122	Microprocessor Interfacing	4
ELC	201	Computer Peripherals	4
ELC	202	Networking	3
ELC	203	Operating Systems	3
ELC	204	High-Level Languages	3
ELC	205	Data Communications	2
ELC	208	Computer System Troubleshooting	3
XXX	xxx	Electives	14
		or	

Industrial Electronics Technology Specialization

ELC	121	Microprocessors II	4
ELC	122	Microprocessor Interfacing	4
ELC	211	Process Control	7
ELC	212	Motor Controls	7
ELC	213	Programmable Controllers	6
ELC	214	Mechanical Devices	3
ELC	215	Fluid Power	3
ELC	216	Robotics	3
XXX	xxx	Electives	3

Total   114

This combination of courses satisfies the accreditation requirements of the Collegiate Business Schools and Programs.

MARKETING MANAGEMENT
Associate in Applied Technology Degree
Program Description

The Marketing Management associate degree program prepares students for employment in a variety of positions in today's marketing and management fields. The Marketing Management associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive the Associate in Applied Technology degree in Marketing Management.

Admission Requirements

The requirements for admission to the Marketing Management program are:

    attainment of 16 or more years of age;
    achievement of an acceptable score in the reading, English, and
        mathematics on the placement exam;
    documentation of high school graduation or completion of High School
        Equivalency Certificate requirements;
    completion of application and related procedures.

MARKETING MANAGEMENT
Associate in Applied Technology Degree

COURSE OUTLINE

		Credit Hours
General Core Courses		
Area I		
ENG 191	Composition and Rhetoric I	5
SPC 191	Fundamentals of Speech	5
Area II		
PSY 191	Introductory Psychology	5
ECO 193	Macroeconomics	5
Area III		
MAT 196	Contemporary Mathematics	5
Fundamental Technical Courses		
BUS 104	Microcomputer Fundamentals	5
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
	and	
ACC 155	Legal Environment of Business	5
	or	
MKT 103	Business Law	5
Specific Technical Courses		
ACC 101	Principles of Accounting I	5
FIN 191	Introduction to Finance	5
MKT 106	Fundamentals of Selling	5
MKT 107	Buying	8
MKT 108	Advertising	4
MKT 109	Visual Merchandising	4
MKT 110	Entrepreneurship	8
	and	
MKT 130	Marketing Administration O.B.I. I	3
	or	
	Elective	
	and	
MKT 131	Marketing Administration O.B.I. II	3
	or	
	Elective	
General Electives		<u>10</u>
	Total	100

This combination of courses satisfies the accreditation requirements of the Collegiate Business Schools and Programs.

Total Credit Hours Required For Graduation   100

SECRETARIAL SCIENCE
Associate in Applied Technology Degree
Program Description

The Secretarial Science associate degree program prepares students for employment in a variety of positions in today's automated offices. The Secretarial Science associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupation knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Secretarial Science. Graduates of the program receive the Associate in Applied Technology degree in Secretarial Science.

Admission Requirements

The requirements for admission to the Secretarial Science program are:

    attainment of 16 or more years of age;
    achievement of an acceptable score in reading, English, and mathematics on the placement examination;
    documentation of high school graduation or completion of High School Equivalency Certificate requirements;
    completion of application and related procedures.

SECRETARIAL SCIENCE
Associate in Applied Technology Degree

COURSE OUTLINE

		Credit Hours
General Core Courses		
Area I		
ENG 191	Composition and Rhetoric I	5
SPC 191	Fundamentals of Speech	5
Area II		
PSY 191	Introductory Psychology	5
Area III		
MAT 191	College Algebra	5
	or	
MAT 196	Contemporary Mathematics	
	General Core Elective from Area I, II, or III	5
Fundamental Technical Courses		
BUS 101	Keyboarding/Typewriting	5
BUS 102	Intermediate Typewriting	5
BUS 104	Microcomputer Fundamentals	5
BUS 108	Word Processing	5
Specific Technical Courses		
ACC 101	Principles of Accounting I	5
ACC 105	Accounting Database Fundamentals	3
ACC 106	Accounting Spreadsheet Fundamentals	3
ACC 155	Legal Environment of Business	5
	or	
MKT 103	Business Law	
BUS 103	Advanced Typewriting	5
BUS 106	Office Procedures	4
BUS 107	Machine Transcription	3
BUS 201	Advanced Word Processing	3
MKT 101	Principles of Management	5
ACC 102	Principles of Accounting II	5
	or	
FIN 191	Introduction to Finance	
XXX xxx	Elective	5
General Electives		10
	Total	101

Total Credits Required For Graduation   101

PROGRAMS OF STUDY

ACCOUNTING

Program Description

The Accounting program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Diploma which qualifies them as accounting assistants.

Admission Requirements

The requirements for admission to the Accounting program are:

> attainment of 16 or more years of age;
> documentation of high school graduation or completion of High School Equivalency Certificate requirements;
> achievement of an acceptable score in reading, English, and math on the placement exam;
> completion of application and related procedures

ACCOUNTING
COURSE OUTLINE

			Credit Hours
General Core Courses			
ENG 111	Business English		5
ENG 112	Business Communications		5
MAT 111	Business Math		5
PSY 100	Interpersonal Relations and Professional Development		3
Fundamental Occupational Courses			
ACC 101	Principles of Accounting I		5
ACC 102	Principles of Accounting II		5
ACC 103	Principles of Accounting III		5
BUS 101	Keyboarding/Typewriting		5
BUS 108	Word Processing (or BUS 102 Intermediate Typewriting)		5
BUS 104	Microcomputer Fundamentals		5
Specific Occupational Courses			
ACC 104	Computerized Accounting		3
ACC 105	Accounting Database Fundamentals		3
ACC 106	Accounting Spreadsheet Fundamentals		3
	Electives		12
		Total	69

AIR CONDITIONING TECHNOLOGY
Program Description

The Air Conditioning Technology program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualifications of an air conditioning technician.

This program also prepares students to take the State of Georgia's Conditioned Air Contractor License Examination. Additionally, the State Construction Industry Licensing Board recognizes this program as one year of experience of the three required years of field experience required to sit for the exam.

Admission Requirements

The requirements for admission to the Air Conditioning Technology program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English, and math on the placement exam;
> completion of application and related procedures.

AIR CONDITIONING TECHNOLOGY
COURSE OUTLINE

			Credit Hours
General Core Courses			
ENG	101	English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			
ACT	100	Refrigeration Fundamentals	4
ACT	101	Principles and Practices of Refrigeration	7
ACT	102	Refrigeration Systems Components	7
ACT	103	Electrical Fundamentals	8
ACT	104	Electric Motors	3
ACT	105	Electrical Components	5
ACT	106	Electric Control Systems and Installation	4
Specific Technical Courses			
ACT	107	Air Conditioning Principles	6
ACT	108	Air Conditioning Systems and Installation	3
ACT	109	Troubleshooting Air Conditioning Systems	7
ACT	110	Gas Heating Systems	5
ACT	111	Electric Heating Systems	3
ACT	112	Heat Pumps	3
		Electives	5
		Total	83

APPLIED MANUFACTURING TECHNOLOGY

Program Description

The Applied Manufacturing Technology diploma is designed specifically for the working adult who desires to complete an industry specific diploma. The curriculum in the Applied Manufacturing Technology program is customized to meet the needs of selected businesses and industries. The customization is accomplished by offering a different set of fundamental technical courses for each business or industry based program. A core of general education courses provides the student with English, mathematics, and social science skills. The Applied Manufacturing Technology diploma is only available through a cooperative agreement with a sponsoring business or industry. It is not intended for the general student population.

Admission Requirements

The requirements for admission to the Applied Manufacturing Technology program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score on the reading, English, and math placement exam;
> completion of application and related procedures.

APPLIED MANUFACTURING TECHNOLOGY COURSE OUTLINE

		Credit Hours
General Core Courses		
MAT 101	General Mathematics	5
MAT 103	Algebraic Concepts	5
ENG 101	English	5
ENG 102	Technical Writing	5
PSY 100	Interpersonal Relations and Professional Development	3
Fundamental Occupational Courses		
	Electives	35
Specific Occupational Courses		
	Field Based Study	20
	Total	78

BUSINESS AND OFFICE TECHNOLOGY

Program Description

The Business and Office Technology program prepares students for employment in a variety of positions in today's automated offices. The Business and Office Technology program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Business and Office Technology. Graduates of the program receive a Business and Office Technology diploma with a specialization in one of the following: Administrative Assistant, Legal Secretary, or Medical Secretary.

Admissions Requirements

The requirements for admission to the Business and Office Technology program are:

>   attainment of 16 or more years of age;
>   achievement of an acceptable score on the reading, English, and math placement exam;
>   completion of application and related procedures.

BUSINESS AND OFFICE TECHNOLOGY
COURSE OUTLINE

		Credit Hours
General Core Courses		
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
PSY 100	Interpersonal Relations and Professional Development	3
Fundamental Occupational Courses		
BUS 101	Keyboarding/Typewriting	5
BUS 102	Intermediate Typewriting	5
BUS 103	Advanced Typewriting	5
BUS 104	Microcomputer Fundamentals	5
BUS 106	Office Procedures	4
BUS 108	Word Processing	5

Specific Occupational Courses

(Completion of one of the following specializations is required.)

Administrative Assistant Specialization

BUS 107	Machine Transcription	3
BUS 109	Shorthand I	6
BUS 201	Advanced Word Processing	3
BUS 205	Shorthand II	6
BUS 208	Office Accounting	4
BUS 222	Shorthand III	6
BUS 224	Administrative Assistant Internship (or BUS 225 Office Simulation)	8
	Electives	4

or

Legal Secretary Specialization

BUS 107	Machine Transcription	3
BUS 201	Advanced Word Processing	3
BUS 217	Legal Procedures I	7
BUS 218	Legal Procedures II	7
BUS 219	Legal Secretary Internship (or BUS 225 Office Simulation and 4 hours of electives)	12
MKT 103	Business Law	5
	Electives	3

or

Medical Secretary Specialization

BUS 201	Advanced Word Processing	3
BUS 208	Office Accounting	4
BUS 211	Medical Terminology	4
BUS 212	Anatomy and Terminology	5
BUS 213	Medical Transcription I	3
BUS 214	Medical Transcription II	3
BUS 215	Medical Secretary Internship (or BUS 225 Office Simulation and 4 hours of electives)	12
MAS 104	Medical Administrative Procedures I	2
	Electives	4
	Total	87

52

COMPUTER PROGRAMMING

Program Description

The Computer Programming program is designed to provide students with an understanding of the concepts, principles, and techniques required in processing business data. Graduates are qualified for jobs as business computer programming assistants.

Admission Requirements

The requirements for admission to the Computer Programming program are:

attainment of 16 or more years of age;

documentation of high school graduation or completion of High School Equivalency Certificate requirements;

achievement of an acceptable score on the reading, English, and math placement exam;

completion of application and related procedures.
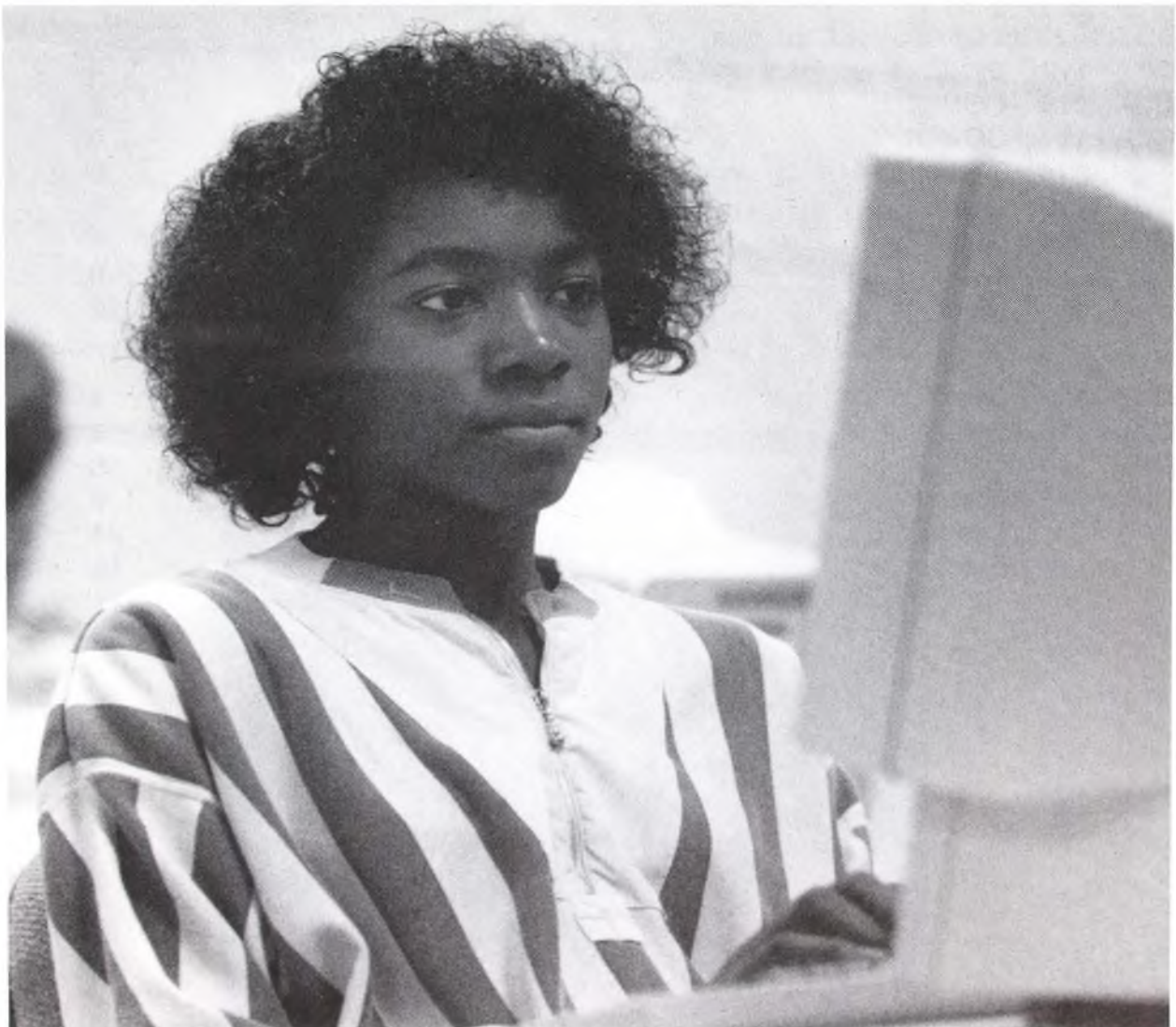
COMPUTER PROGRAMMING
COURSE OUTLINE

Credit Hours

General Core Courses
ENG 111 Business English   5
ENG 112 Business Communications   5
MAT 111 Business Math   5
PSY 100 Interpersonal Relations and Professional
        Development   3

Fundamental Occupational Courses
ACC 101 Principles of Accounting I   5
ACC 102 Principles of Accounting II   5
CIS 101 Keyboarding   3
CIS 102 Introduction to Computers   6
CIS 103 Operating Systems Concepts   4
CIS 105 Program Design and Development   5

Specific Occupational Courses
CIS 112 Systems Analysis and Design   4
CIS 113 COBOL I   8
CIS 114 COBOL II   8
CIS 214 Database Management   6
CIS 215 COBOL III   8
CIS 216 COBOL IV   8
        Language Elective   8
        Electives   15

or

CIS 112 Systems Analysis and Design   4
CIS 113 COBOL I   8
CIS 114 COBOL II   8
CIS 214 Database Management   6
        Language Electives   24
        Electives   15

Total   111

COSMETOLOGY

Program Description

The Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training safety, sanitation, hair treatments and manipulations, skin and nail care, reception, sales, and management. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Admission Requirements

The requirements for admission to the Cosmetology program are:

    attainment of 16 or more years of age;
    achievement of an acceptable score on the reading, English, and math
        placement exam;
    completion of application and related procedures.

COSMETOLOGY
COURSE OUTLINE

Credit Hours

General Core Courses
ENG 101	English	5
MAT 100	Basic Mathematics	3
PSY 100	Interpersonal Relations and Professional Development	3

Fundamental Occupational Courses
COS 100	Introduction to Cosmetology Theory	5
COS 101	Introduction to Permanent Waving and Relaxing	2
COS 102	Introduction to Hair Color	4
COS 103	Introduction to Skin, Scalp, and Hair	2
COS 104	Introduction to Manicuring and Pedicuring	1
COS 105	Introduction to Shampooing and Styling	3
COS 106	Introduction to Haircutting	2

Specific Occupational Courses
COS 107	Haircutting Techniques	2
COS 108	Permanent Waving and Relaxing	3
COS 109	Hair Color	2
COS 110	Skin, Scalp, and Hair	2
COS 111	Styling	3
COS 112	Manicuring and Pedicuring	1
COS 113	Practicum I	4
COS 114	Practicum II	5
COS 115	Practicum/Internship I	4
COS 116	Practicum/Internship II	5
COS 117	Salon/Shop Management	4
	Occupational Electives	3
	Total	68

DRAFTING

Program Description

The Drafting program prepares students for employment in a variety of positions in the drafting field. The Drafting program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to re-train in drafting. Graduates of the program receive a Drafting diploma.

Admission Requirements

The requirements for admission to the Drafting program are:

attainment of 16 or more years of age;
achievement of an acceptable score on the reading, English, and math placement exam;
completion of application and related procedures.

DRAFTING
COURSE OUTLINE

		Credit Hours
General Core Courses		
CMP 101	Introduction to Microcomputers	3
ENG 101	English	5
MAT 103	Algebraic Concepts	5
MAT 104	Geometry and Trigonometry	5
PSY 100	Interpersonal Relations and Professional Development	3
Fundamental Occupational Courses		
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
DDF 104	Pictorial Drawing	3
DDF 105	Auxiliary Views	3
Specific Occupational Courses		
DDF 106	Fasteners	3
DDF 107	Introduction to CAD	5
DDF 108	Intersections and Development	5
DDF 109	Assembly Drawings I	5
DDF 110	Assembly Drawings II	5
	Electives	3
	Total	69

ADVANCED DRAFTING
COURSE OUTLINE

Credit Hours

General Core Courses
CMP 101 Introduction to Microcomputers   3
ENG 101 English   5
MAT 103 Algebraic Concepts   5
MAT 104 Geometry and Trigonometry   5
PSY 100 Interpersonal Relations and Professional
         Development   3

Fundamental Occupational Courses
DDF 101 Introduction to Drafting   6
DDF 102 Size and Shape Description I   5
DDF 103 Size and Shape Description II   5
DDF 104 Pictorial Drawing   3
DDF 105 Auxiliary Views   3

Specific Occupational Courses
DDF 106 Fasteners   3
DDF 107 Introduction to CAD   5
DDF 108 Intersections and Development   5
DDF 109 Assembly Drawings I   5
DDF 110 Assembly Drawings II   5

(Completion of one of the following specializations is required.)

Architectural Specialization
DDS 201 Strength of Materials   5
DDS 203 Surveying I   3
DDS 204 Estimating   3
DDS 205 Residential Architectural Drawing I   6
DDS 208 Residential Architectural Drawing II   6
DDS 209 Structural Steel Detailing   6
DDS 210 Commercial Architectural Drawing I   6
        Technical Electives   6

or

Mechanical Specialization
DDS 201 Strength of Materials   5
DDS 226 Manufacturing Processes   4
DDS 229 Gears and Cams   6
DDS 230 Mechanisms I   7
DDS 232 Mechanical Power Transmission   6
DDS 239 Advanced Drafting Practicum   4
ENG 102 Technical Writing   5
        Technical Electives   4

Total   107

ELECTRONICS FUNDAMENTALS

Program Description

The Electronics Fundamentals program is a sequence of courses that prepares students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Fundamentals diploma.

Admission Requirements

The requirements for admission to the Electronics Fundamentals program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English, and mathematics on the placement examination; and
> completion of application and related procedures.

ELECTRONICS FUNDAMENTALS COURSE OUTLINE

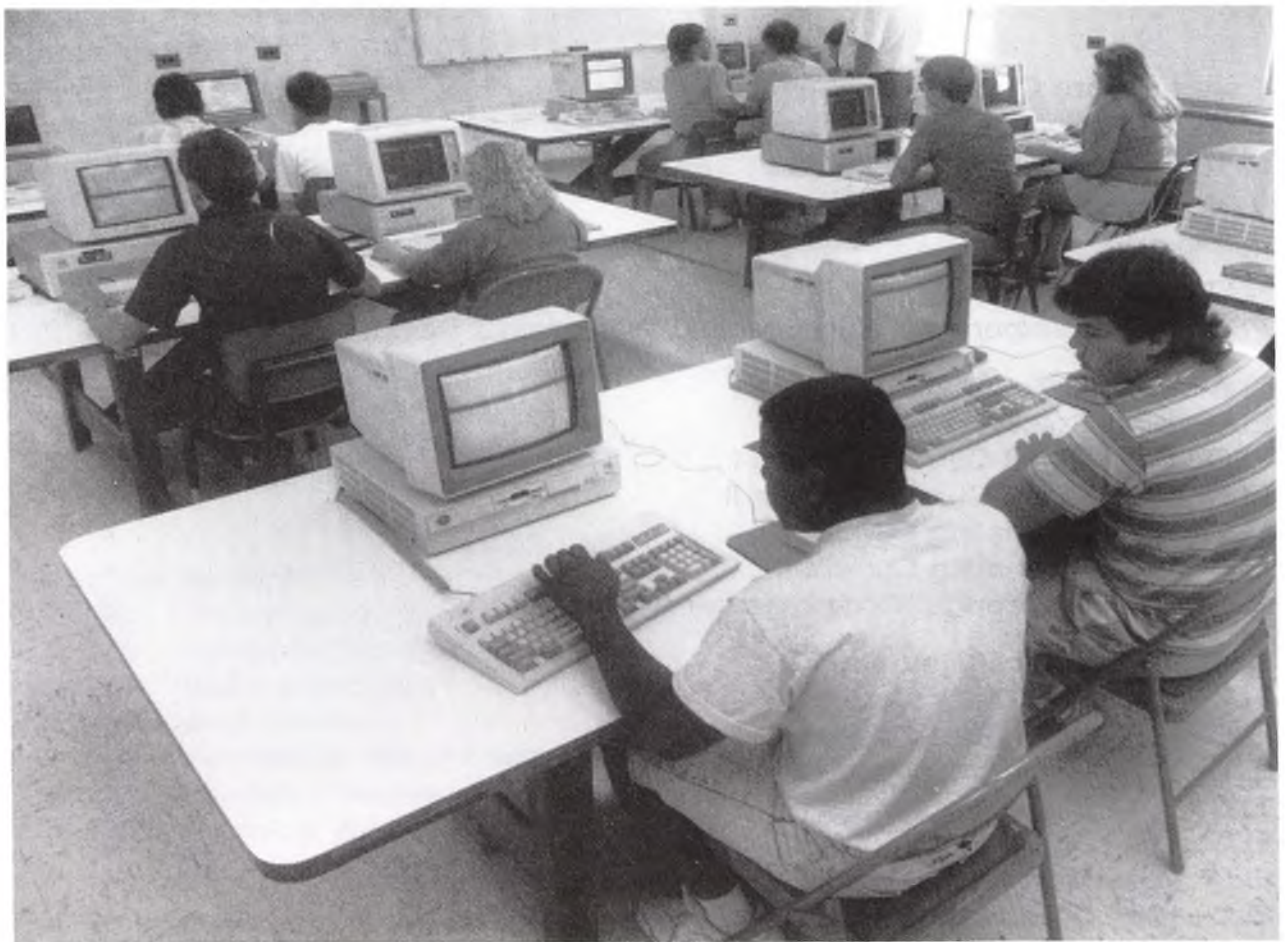|			Credit Hours
General Core Courses			
ENG	101	English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	
	or		
MAT	105	Trigonometry	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			
ELC	104	Soldering Technology	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
ELC	111	Electronics Microcomputer Applications I	3
Specific Technical Courses			
ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	4
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	4
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4
Essential Electives			12
		Total	79

ELECTRONICS TECHNOLOGY

Program Description

The Electronics Technology program is a sequence of courses that prepares students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology diploma which qualifies them as electronics technicians with a specialization in computer electronics or industrial electronics.

Admission Requirements

The requirements for admission to the Electronics Technology program are:

    attainment of 16 or more years of age;
    achievement of an acceptable score in reading, English, and mathematics
        on the placement examination; and
    completion of application and related procedures.

ELECTRONICS TECHNOLOGY
COURSE OUTLINE

Credit Hours

General Core Courses
ENG	101	English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	
		or	
MAT	105	Trigonometry	5
PSY	100	Interpersonal Relations and Professional Development	3

Fundamental Technical Courses
ELC	104	Soldering Technology	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
ELC	111	Electronics Microcomputer Applications I	3

Specific Technical Courses
ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	4
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	4
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4

(Completion of one of the following specializations is required.)

Computer Electronics Technology Specialization
ELC	121	Microprocessors II	4
ELC	122	Microprocessors Interfacing	4
ELC	201	Computer Peripherals	4
ELC	202	Networking	3
ELC	203	Operating Systems	3
ELC	204	High-Level Languages	3
ELC	205	Data Communications	2
ELC	208	Computer System Troubleshooting	3
XXX	xxx	Technical or Technically Related Electives	14

or

Industrial Electronics Technology Specialization
ELC	121	Microprocessors II	4
ELC	122	Microprocessor Interfacing	4
ELC	211	Process Control	7
ELC	212	Motor Controls	7
ELC	213	Programmable Controllers	6
ELC	214	Mechanical Devices	3
ELC	215	Fluid Power	3
ELC	216	Robotics	3
XXX	xxx	Technical or Technically Related Electives	3

Total 107

INDUSTRIAL MAINTENANCE

Program Description

The Industrial Maintenance program prepares students for employment in a variety of positions as trainees in the industrial production equipment maintenance field. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Industrial Maintenance diploma and are qualified for employment as industrial maintenance trainees.

Admission Requirements

The requirements for admission to the Industrial Maintenance program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English, and math on the placement exam;
> completion of application and related procedures.

INDUSTRIAL MAINTENANCE
COURSE OUTLINE

Credit Hours

General Core Courses
ENG	101	English	5
MAT	103	Algebraic Concepts	5
PSY	100	Interpersonal Relations and Professional Development	3

Fundamental Occupational Courses
ELC	106	Direct Current Circuits I	4
ELC	109	Alternating Current I	7
IMT	101	Industrial Maintenance Safety Procedures	2

and

CMP	101	Introduction to Microcomputers	3

or

ELC	111	Electronics Microcomputer Applications I	3

Specific Technical Courses

(Completion of one specialization is required.)

Electrical Maintenance Specialization
ELT	113	Programmable Logic Control I	4
ELT	114	Programmable Logic Control II	2
IMT	118	DC and AC Motors	4
IMT	119	Fundamentals of Motor Controls	4
IMT	120	Magnetic Starters and Braking	4
IMT	121	Two-Wire Control Circuits	3
IMT	122	Advanced Motor Controls	3
IMT	123	Variable Speed Motor Controls	4
XXX	xxx	Electives	10

and

ELT	115	Diagnostic Troubleshooting	2
IMT	126	Programmable Logic Control Practicum	5

or

IMT	127	Industrial Maintenance Internship	7

Mechanical Maintenance Specialization
ACT	100	Refrigeration Fundamentals	4
IMT	108	Industrial Mechanics I	7
IMT	110	Industrial Mechanics II	6
IMT	113	Industrial Hydraulics	8
IMT	115	Industrial Pneumatics	4
IMT	116	Fluid Power Troubleshooting	2
MCH	109	Lathe Operations I	7
WLD	133	Metal Welding and Cutting Techniques	3
XXX	xxx	Electives	4

Total   74

INFORMATION AND OFFICE TECHNOLOGY

Program Description

The Information and Office Technology program prepares students for employment in a variety of positions in today's automated office. The Information and Office Technology program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Information and Office Technology. Graduates of the program receive an Information and Office Technology diploma with a specialization in one of the following: General Secretary, or Information Processing Specialist.

Admission Requirements

The requirements for admission to the Information and Office Technology program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English, and math on the placement exam;
> completion of application and related procedures.
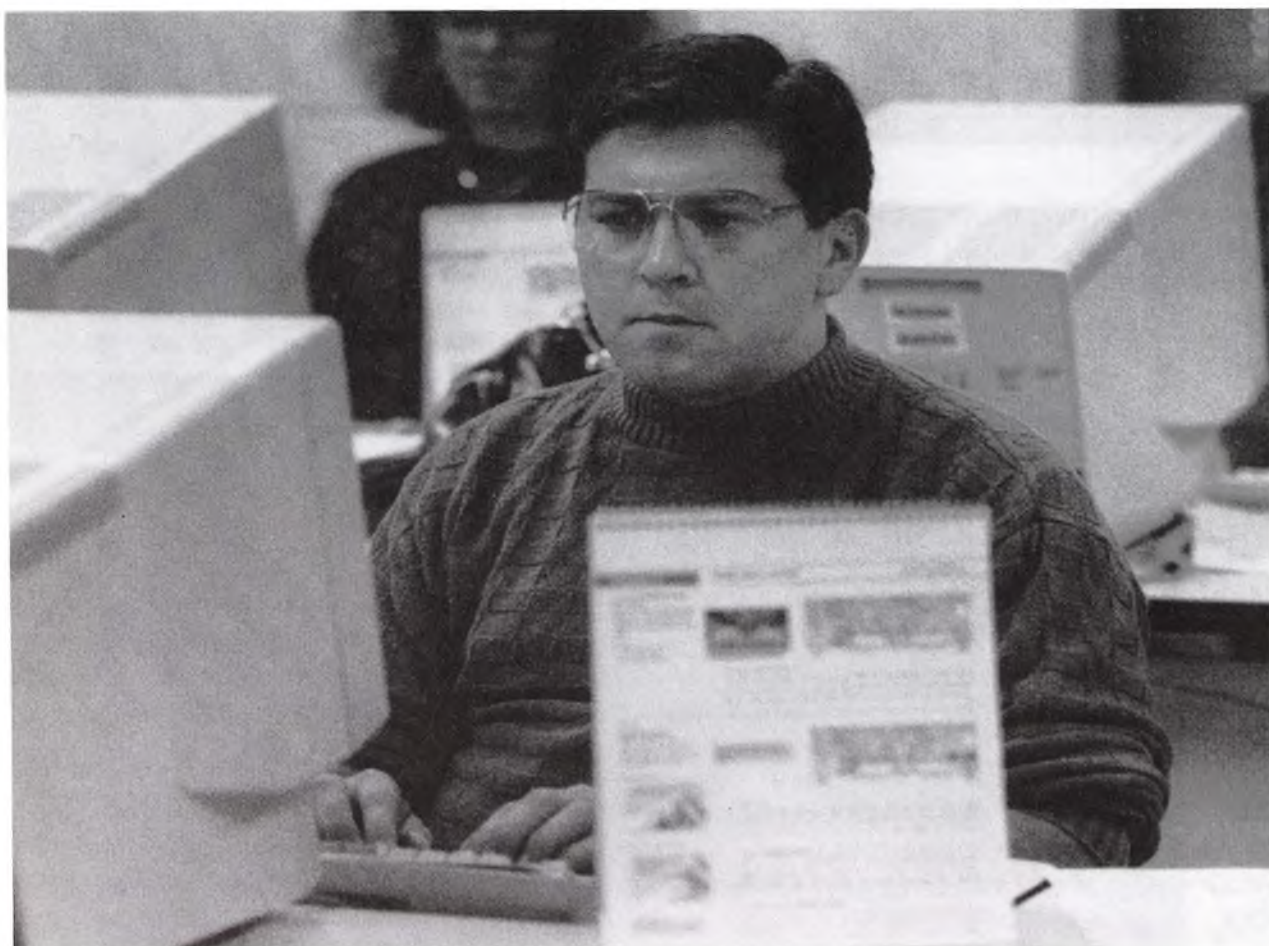
INFORMATION AND OFFICE TECHNOLOGY
SECRETARY
COURSE OUTLINE

Credit Hours

General Core Courses

ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
PSY 100	Interpersonal Relations and Professional Development	3

Fundamental Occupational Courses

BUS 101	Keyboarding/Typewriting	5
BUS 102	Intermediate Typewriting	5
BUS 103	Advanced Typewriting	5
BUS 104	Microcomputer Fundamentals	5
BUS 106	Office Procedures	4
BUS 107	Machine Transcription	3
BUS 108	Word Processing	5

Specific Occupational Courses

(Completion of one of the following specializations is required.)

General Secretary Specialization

BUS 201	Advanced Word Processing	3
BUS 208	Office Accounting	4
BUS 221	Secretary Internship or Electives	6
	Electives	7

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or

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Information Processing Specialization

BUS 105	Database Fundamentals	3
BUS 201	Advanced Word Processing	3
BUS 202	Spreadsheet Fundamentals	3
BUS 204	Information Processing Specialist Internship or Electives	6
	Electives	5
	Total	70

MACHINE TOOL TECHNOLOGY

Program Description

The Machine Tool Technology program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology diploma and have the qualifications of a machine tool technician.

Admission Requirements

The requirements for admission to the Machine Tool Technology program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English, and math on the placement examination;
> completion of application and related procedures.

MACHINE TOOL TECHNOLOGY
COURSE OUTLINE

		Credit Hours
General Core Courses		
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses		
MCH 101	Introduction to Machine Tool	6
MCH 102	Blueprint Reading for Machine Tool I	5
MCH 104	Machine Tool Math I	5
MCH 105	Machine Tool Math II	5
MCH 107	Characteristics of Metal/Heat Treatment	4
Specific Technical Courses		
MCH 109	Lathe Operations I	7
MCH 110	Lathe Operations II	6
MCH 112	Surface Grinder Operations	6
MCH 114	Blueprint Reading II	5
MCH 115	Mill Operation I	7
MCH 116	Mill Operation II	6
MCH 118	Computer/CNC Literacy	5
	Electives	5
	Total	85

ADVANCED MACHINE TOOL TECHNOLOGY
COURSE OUTLINE

Credit Hours

General Core Courses

ENG 101	English	5
MAT 101	General Mathematics	5
PSY 100	Interpersonal Relations and Professional Development	3

Fundamental Technical Courses

MCH 101	Introduction to Machine Tool	6
MCH 102	Blueprint Reading for Machine Tool	5
MCH 104	Machine Tool Math I	5
MCH 105	Machine Tool Math II	5
MCH 107	Characteristics of Metals/Heat Treatment I	4

Specific Technical Courses

MCH 109	Lathe Operations I	7
MCH 110	Lathe Operations II	6
MCH 112	Surface Grinding Operations	6
MCH 103	Blueprint Reading II	5
MCH 115	Mill Operations I	7
MCH 116	Mill Operations II	6
MCH 118	Computer/CNC Literacy	5
XXX xxx	Electives	5

(Completion of one of the following specializations is required.)

Advanced General Machinist Courses

MCA 201	Advanced Milling I	5
MCA 203	Advanced Milling II	5
MCA 205	Advanced Lathe Operations I	5
MCA 207	Advanced Lathe Operations II	5
MCA 208	Advanced Grinding I	3
MCA 209	Advanced Grinding II	3
XXX xxx	Technical or Technical Related Electives	12

or

Advanced CNC Specialist Courses

MCA 211	CNC Fundamentals	7
MCA 213	CNC Mill Manual Programming	6
MCA 215	CNC Lathe Manual Programming	6
MCA 217	CNC Practical Applications	6
MCA 219	CAD/CAM Programming	6
XXX xxx	Technical or Technical Related Electives	7

Total 123

MARKETING MANAGEMENT

Program Description

The Marketing Management program prepares students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with a specialization in marketing administration.

Admission Requirements

The requirements for admission to the Marketing Management program are:

    attainment of 16 or more years of age;
    documentation of high school graduation or completion of High School
        Equivalency Certificate requirements.
    achievement of an acceptable score in reading, English, and math on the
        placement exam;
    completion of application and related procedures.

MARKETING MANAGEMENT
COURSE OUTLINE

Credit Hours

General Core Courses

CMP 101	Introduction to Microcomputers	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
PSY 100	Interpersonal Relations and Professional Development	3

Fundamental Occupational Courses

MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 104	Principles of Economics	5
MKT 106	Fundamentals of Selling	5

Specific Occupational Courses

Marketing Administration Specialization

MKT 107	Buying	8
MKT 108	Advertising	4
MKT 109	Visual Merchandising	4
MKT 110	Entrepreneurship	8
MKT 130	Marketing Administration O.B.I. I	3
MKT 131	Marketing Administration O.B.I. II	3
	Elective	12
	Total	88

MEDICAL ASSISTING

Program Description

The Medical Assisting program at WTI allows you to develop the knowledge and skills necessary to function in a private or group medical practice. You will study medical terminology, anatomy and physiology, medical law and ethics, pharmacology, typewriting, and office procedures. After completing your required coursework, you will intern as a medical assistant. The internship provides you with valuable medical assisting experience. The variety of courses offered in this major allows you to become a contributing member of the medical office team.

Admission Requirements

The requirements for admission to the Medical Assisting program are:

    attainment of 17 or more years of age;
    achievement of an acceptable score in reading, English, and mathematics
        on the placement examination;
    and completion of application and related procedures.

MEDICAL ASSISTING
COURSE OUTLINE

		Credit Hours
General Core Courses		
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 101	Basic Psychology	5
Fundamental Occupational Courses		
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for Allied Health Sciences	3
BUS 101	Keyboarding/Typewriting	5
BUS 106	Office Procedures	4
MAS 101	Medical Law and Ethics	2
MAS 103	Pharmacology	4
Specific Occupational Courses		
MAS 104	Medical Administrative Procedures I	2
MAS 105	Medical Administrative Procedures II	5
MAS 108	Medical Assisting Skills I	5
MAS 109	Medical Assisting Skills II	5
MAS 112	Human Diseases	5
MAS 113	Maternal and Childcare	5
MAS 117	Medical Assisting Externship	6
MAS 118	Medical Assisting Seminar	4
	Electives	5
	Total	80

MICROCOMPUTER SPECIALIST

Program Description

The Microcomputer Specialist program is designed to prepare students for entry level jobs using microcomputers. Graduates are qualified to enter careers in which they function as end users or application developers for microcomputer systems.

Admission Requirements

The requirements for admission to the Microcomputer Specialist program are:

attainment of 16 or more years of age;

documentation of high school graduation or completion of High School Equivalency Certificate requirements;

achievement of an acceptable score on the reading, English, and math placement exam;

completion of application and related procedures.

MICROCOMPUTER SPECIALIST COURSE OUTLINE

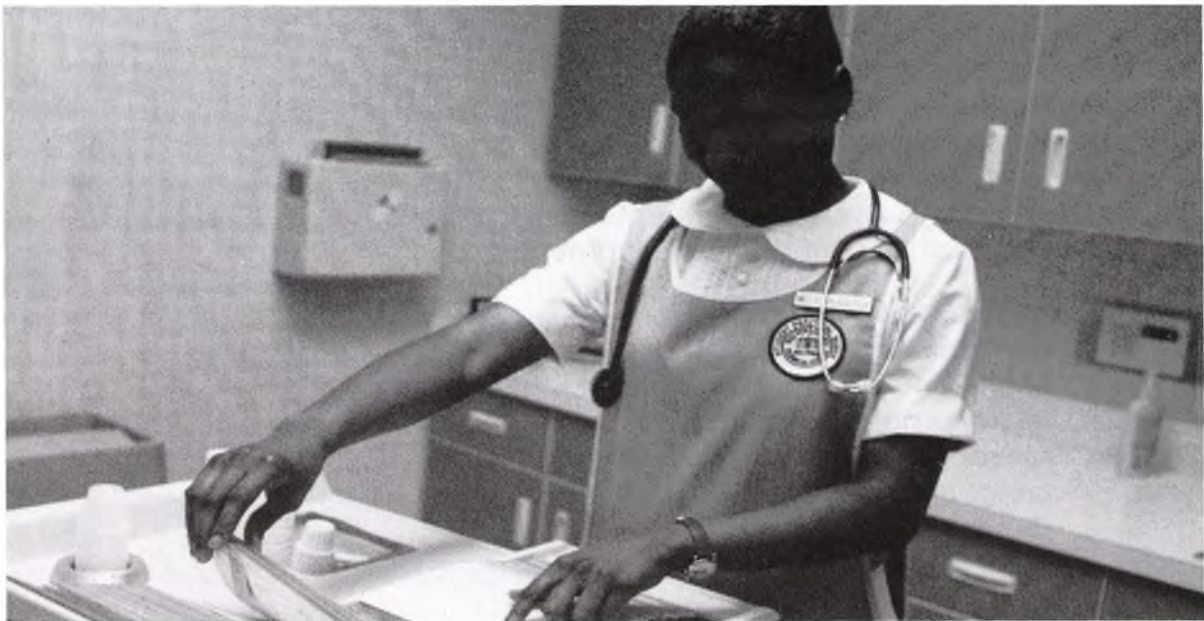|			Credit Hours
General Core Courses			
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Occupational Courses			
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
CIS	101	Keyboarding	3
CIS	102	Introduction to Computers	6
CIS	103	Operating Systems Concepts	4
CIS	105	Program Design and Development	5
Specific Occupational Courses			
CIS	112	Systems Analysis and Design	4
CIS	122	Microcomputer Installation and Maintenance	3
CIS	123	Microcomputer Productivity Tools	8
CIS	124	Microcomputer Database Programming	8
		Language Electives	24
		Electives	5
		Total	98

PRACTICAL NURSING

Program Description

The Practical Nursing program is designed to prepare students to write the State Board Examination for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a Practical Nursing diploma and have the qualifications of an entry level practical nurse.

Admission Requirements

The requirements of admission to the Practical Nursing program are:

> attainment of 17 or more years of age;
> documentation of high school graduation or completion of High School Equivalency Certificate requirements;
> documentation of a physical and dental report;
> two personal references;
> achievement of an acceptable score in reading, English, and math on the placement exam;
> attainment of an acceptable score on the Nursing Admission Exam;
> completion of application and related procedures; and
> formal acceptance into the program by the nursing admissions committee on the basis of interview and assessment of student potential.

PRACTICAL NURSING
COURSE OUTLINE

			Credit Hours
General Core Courses			
ENG 101	English		5
MAT 101	General Mathematics		5
PSY 101	Psychology		5
Fundamental Occupational Courses			
AHS 101	Anatomy and Physiology		10
AHS 102	Drug Calculation and Administration		3
AHS 103	Nutrition and Diet Therapy I		2
AHS 150	Nutrition & Diet Therapy II		3
NSG 111	Nursing Fundamentals		12
Specific Occupational Courses			
NPT 112	Medical Surgical I Practicum		8
NPT 113	Medical Surgical II Practicum		8
NPT 214	Maternal - Child Nursing Practicum		5
NPT 215	Nursing Leadership Practicum		3
NSG 112	Medical Surgical Nursing I		9
NSG 113	Medical Surgical Nursing II		9
NSG 214	Maternal - Child Nursing		10
NSG 215	Nursing Leadership		2
	Electives		3
		Total	102

WELDING AND JOINING TECHNOLOGY

Program Description

The Welding and Joining Technology program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of the welding and joining technician, and are prepared to take qualification tests.

Admission Requirements

The requirements for admission to the Welding and Joining Technology program are:

> attainment of 16 or more years of age;
> achievement of an acceptable score in reading, English and math on the placement exam;
> completion of application and related procedures.

WELDING AND JOINING TECHNOLOGY COURSE OUTLINE

		Credit Hours
General Core Courses		
ENG 101	English	5
MAT 100	Basic Mathematics	3
PSY 100	Interpersonal Relations and Professional Development	3
Fundamental Occupational Courses		
WLD 100	Introduction to Welding Technology	6
WLD 101	Oxyfuel Cutting	4
WLD 102	Oxyacetylene Welding	1
WLD 103	Blueprint Reading I	3
WLD 104	Shielded Metal Arc Welding I	6
Specific Occupational Courses		
WLD 105	Shielded Metal Arc Welding II	6
WLD 106	Shielded Metal Arc Welding III	6
WLD 107	Shielded Metal Arc Welding IV	6
WLD 108	Blueprint Reading II	3
WLD 109	Gas Metal Arc Welding	6
WLD 110	Gas Tungsten Arc Welding	4
WLD 112	Preparation for Industrial Qualification	4
	Electives	5
	Total	71

SPECIALIZED PROGRAMS

COMMERCIAL TRUCK DRIVING

Program Description

The Truck Driving program is designed to address the needs of the trucking industry in Georgia. It provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates commercial motor vehicles of different types and sizes on all types of roads. The truck driver maintains proper documentation on the load and the vehicle and is responsible for ensuring that the vehicle is in safe operating condition. In doing this, the driver must comply with all federal, state, and local laws and regulations.

Admission Requirements

Admission of new students to the Truck Driving program is contingent upon their meeting all of the criteria listed below. To be admitted to the program, an applicant:

 must be at least 18 years of age;
 must obtain an appropriate license;
 can have no more than 8 points on the Georgia violator scale;
 can have no DUI in the past seven years;
 must sign a traffic information (MVR) and release form;
 achievement of an acceptable score on the reading, English, and math placement exam;
 must pass DOT physical examination fulfilling requirements of Motor Carrier Safety Regulations. (Physical must be current within 30 days.)
 must complete an application of admission.

The items above are minimum requirements for program entrance. A person must be 21 years of age to drive for a company involved in interstate commerce. Some trucking companies require beginning drivers to be 25 years of age, and most of them require an applicant to pass a drug screen.

COMMERCIAL TRUCK DRIVING
COURSE OUTLINE

The standard curriculum for the Truck Driving program is set up as an eight week, 240-hour program. The program is predicated on a student-to-equipment ratio of 3 to 1 and an instructor-to-student ratio of 1 to 6. Also, each student should receive approximately 750 miles driving on various kinds of public roads. The four courses which comprise the program are listed below.

CTD 101   Fundamentals of Commercial Truck Driving
CTD 102   Basic Operation
CTD 103   Advanced Operation
CTD 104   Internship

Total class/lab hours per week and credits
For a company interested in developing a cooperative
arrangement with the school, the internship can
replace CTD 103 - Advanced Operations.

COURSE DESCRIPTIONS

ACC 101 Principles of Accounting I   **Credit Hours: 5**
Prerequisite: Provisional Admission
Corequisite: MAT 111

Introduces the student to the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary for a personal service business and merchandising enterprise, business transactions, the rules of debit and credit, journalizing and posting transactions, general and subsidiary ledgers, financial statements, adjusting and closing entries, and accounting for cash. Laboratory work demonstrates theory presented in class.

ACC 102 Principles of Accounting II   **Credit Hours: 5**
Prerequisites: Program admission; ACC 101

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: Receivables, inventory, plant assets, payroll, payables, and partnerships. Laboratory work demonstrates theory presented in class.

ACC 103 Principles of Accounting III   **Credit Hours: 5**
Prerequisite: ACC 102

Emphasizes the fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, departmental and branch accounting, job order/process cost accounting, and budgeting. Laboratory work demonstrates theory presented in class.

ACC 104 Computerized Accounting   **Credit Hours: 3**
Prerequisites: ACC 102 or BUS 104, or permission by instructor

Emphasizes operation of computerized accounting systems from manual accounting input forms. Topics include: setup and operation of equipment, general ledger, accounts receivable, accounts payable, advanced payroll, financial reports, and other topics such as inventory and depreciation for which software is available. Laboratory work includes theoretical and technical application.

ACC 105 Accounting Database Fundamentals   **Credit Hours: 3**
Prerequisite: ACC 101; BUS 104

Emphasizes use of database management software packages for program-related database applications. Topics include: planning and designing a database; database creation; data entry; database access, manipulation, and updating; sort, index, and query functions; database program-related applications; and database management applications. Laboratory work includes theoretical and technical application.

ACC 106 Accounting Spreadsheet Fundamentals　　　　**Credit Hours: 3**
Prerequisite: ACC 102; BUS 104
Corequisite: ACC 103

Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include: creation of spreadsheet; editing and deleting entries; introduction to macros; computations through the use of formula and/or logic functions; and program-related spreadsheet applications. Laboratory work includes theoretical and technical application.

ACC 107 Full-Time Accounting Internship　　　　**Credit Hours: 12**
Prerequisite: All non-elective courses required for program completion

Provides students with in-depth application and reinforcement of accounting and employability principles in an actual job setting. This internship allows the student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include: advanced applications of accounting principles; problem solving; adaptability to job setting equipment and technology; use of proper interpersonal skills; development of constructive work habits and an appropriate work ethic, with consideration of factors such as confidentiality; and concentrated development of productivity and quality job performance through practice. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminars, and a required student project.

ACC 108 Half-Time Accounting Internship　　　　**Credit Hours: 6**
Prerequisite: All non-elective courses required for program completion

Introduces students to the application and reinforcement of accounting and employability principles in an actual job setting. This internship acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: applications of accounting principles; problem solving; adaptability to the job setting equipment and technology; use of proper interpersonal skills; development of constructive work habits and an appropriate work ethic, with consideration of factors such as confidentiality; and initial development of productivity and quality job performance. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and two required seminars.

ACC 150 Advanced Cost Accounting　　　　**Credit Hours: 5**
Prerequisite: ACC 103

Emphasizes a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to manufacturing cost systems. Topics include: job order cost accounting, process cost accounting, and standard cost accounting.

ACC 152 Payroll Accounting　　　　**Credit Hours: 4**
Prerequisite: ACC 101
Corequisite: ACC 102

Provides students with an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll and personnel records, computing and paying wages and salaries, various taxes, and analyzing and journalizing payroll transactions.

ACC 154 Personal Finance   **Credit Hours: 5**
Prerequisite: Program Admission

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: budgeting, cash management, credit, housing, transportation, insurance, investments, retirement, and estate planning.

ACC 156 Tax Accounting   **Credit Hours: 4**
Corequisite: ACC 102

Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 158 Managerial Accounting   **Credit Hours: 5**
Prerequisite: ACC 103

Emphasizes the interpretation of data used by management in planning and controlling business activities. Topics include: budgeting, capital investment decisions, price level and foreign exchange, analysis of financial statements, and internal reporting.

ACC 160 Advanced Accounting Spreadsheet Applications   **Credit Hours: 4**
Prerequisite: ACC 106

Provides students with laboratory based theoretical and technical advanced spreadsheet applications. Emphasis is placed on developing an understanding of scope and application of advanced spreadsheet software. Topics include: advanced computational functions, advanced data management functions, advanced file management, advanced data manipulation, advanced spreadsheet printing options, advanced spreadsheet macros, advanced spreadsheet command language, advanced graph generation, and advanced accounting and financial applications.

ACT 100 Refrigeration Fundamentals   **Credit Hours: 4**
Prerequisite: Provisional admission

Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

ACT 101 Principles and Practices of Refrigeration   **Credit Hours: 7**
Prerequisite/Corequisite: ACT 100

Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools, piping practices, service valves, leak testing, refrigerants, evacuation, charging, and safety.

ACT 102 Refrigeration Systems Components   **Credit Hours: 7**
Prerequisites/Corequisites: ACT 100, ACT 100

Provides the student with skills and knowledge to install, test and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 Electrical Fundamentals   Credit Hours: 8
Prerequisite: Provisional admission

Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 Electric Motors   Credit Hours: 3
Prerequisite/Corequisite: ACT 103

Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

ACT 105 Electrical Components   Credit Hours: 5
Prerequisites/Corequisites: ACT 103, ACT 104

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

ACT 106 Electric Control Systems and Installation   Credit Hours: 4
Prerequisite/Corequisite: ACT 105

Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

ACT 107 Air Conditioning Principles   Credit Hours: 6
Prerequisites/Corequisites: ACT 102, ACT 106, MAT 101, and Program admission

Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: types of AC systems, heat-load calculation, properties of air, psychometrics, duct design, air filtration, and safety principles.

ACT 108 Air Conditioning Systems and Installation   Credit Hours: 3
Prerequisite/Corequisite: ACT 107

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, split-systems, add-on systems, packaged systems, and safety.

ACT 109 Troubleshooting Air Conditioning Systems   Credit Hours: 7
Prerequisites/Corequisites: ACT 108, ENG 101

Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

ACT 110 Gas Heating Systems   Credit Hours: 5
Prerequisites: ACT 102, ACT 106, MAT 101

Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

ACT 111 Electric Heating Systems   Credit Hours: 3
Prerequisite/Corequisite: ACT 110

Provides instruction on the operation, installation, and service of electric heating systems. Topics include: servicing procedures, electrical controls, troubleshooting techniques, code requirements, and safety.

ACT 112 Heat Pumps   Credit Hours: 3
Prerequisites/Corequisites: ACT 110, ACT 111

Provides instruction on the principles, application, and operation of a residential heat system. Topics include: installation procedures, servicing, electrical components, valves, and safety.

AHS 101 Anatomy and Physiology   Credit Hours: 10
Prerequisite: Provisional admission

Focuses on basic normal structure and function of the human body. Topics include: an overview of each body system, how systems coordinate activities to maintain a balanced state, and recognizing deviations from the normal. Medical terminology, including basic word structure and terms related to body structure and function, are taught as an integral part of the course.

AHS 102 Drug Calculation and Administration   Credit Hours: 3
Prerequisite: MAT 101

Utilizes basic mathematical concepts and includes basic drug administration. Topics include: resource materials, systems of measurement, abbreviations, drug calculations, and administration of medications in a simulated clinical environment.

AHS 103 Nutrition and Diet Therapy I   Credit Hours: 2
Prerequisite: Provisional admission

A study of the nutritional needs of the individual. Topics include: basic nutrients, food sources, the role nutrition plays in the maintenance of health for the individual, and using diet to treat certain pathologic conditions.

AHS 109 Medical Terminology for Allied Health Science   Credit Hours: 3

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins, word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the student's field of study.

AHS 150 Nutrition and Diet Therapy II   Credit Hours: 3
Prerequisites: ENG 101, MAT 101, PSY 101, AHS 101, and AHS 103 Admission to
                    Nursing Program

A continuation of the nutritional needs of the individual begun in AHS 103. Topics include: nutrients, food sources, the role nutrition plays in the maintenance of health for the individual, diet therapy, and the use of appropriate diets to treat certain pathologic conditions.

BUS 101 Keyboarding/Typewriting   Credit Hours: 5
Prerequisite: Provisional admission

Introduces the touch system of typewriting placing emphasis on correct techniques, mastery of the keyboard, and simple business correspondence. Students attain a minimum typing speed of 25 words per minute with a maximum of three errors on a three minute timed typewriting test. Topics include: alphabetic and numeric symbols, simple formatting, keyboarding speed and accuracy, care of equipment, and proofreading. Laboratory practice parallels class instruction.

BUS 102 Intermediate Typewriting   Credit Hours: 5
Prerequisite: BUS 101

Continues the development of keyboarding speed and accuracy with further mastery of correct typewriting techniques. Students attain a minimum typing speed of forty words per minute with a maximum of five errors on a five minute timed typewriting test. Topics include: production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy, development of keyboarding speed and accuracy, improvement of decision making and communication skills, care of equipment, and proofreading. Laboratory practice parallels class instruction.

BUS 103 Advanced Typewriting   Credit Hours: 5
Prerequisites: BUS 102; ENG 111

Continues the development of increased keyboarding speed and accuracy with mastery of production of complex documents. Students attain a minimum typing speed of fifty words per minute with a maximum of five errors on a five minute timed typewriting test. Topics include: development of keyboarding speed and accuracy; proficient production of complex letters, forms, reports, and tabulations from rough drafts and straight copy; advanced applications of proofreading, decision making, and communication skills; and equipment care. Laboratory practice parallels class instruction.

BUS 104 Microcomputer Fundamentals   Credit Hours: 5
Prerequisite: BUS 101

Employs a variety of software to introduce students to fundamental concepts needed for business-related computer applications. Topics include: evolution of computers, input/output, media terminology, operating systems, database, spreadsheet, word processing, and equipment care and operation. Laboratory work demonstrates theoretical and technical applications.

BUS 105 Database Fundamentals   Credit Hours: 3
Prerequisites: Program admission, BUS 104

Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: data entry, data manipulation and updating, data access, database creation, and sort and print functions for file documentation.

BUS 106 Office Procedures   Credit Hours: 4
Prerequisites: Program admission, BUS 101

Emphasizes essential skills required for the typical business office. Topics include: office protocol, prioritizing, time management, telephone techniques, office equipment, mail services, reference materials, filing, correspondence, and travel and meeting arrangements.

BUS 107 Machine Transcription   **Credit Hours: 3**
Prerequisites: BUS 102, BUS 104, ENG 111

Emphasizes transcribing mailable documents from recordings using a typewriter or a word processor. Topics include: proper maintenance and usage of equipment and supplies, work area management, transcription techniques, proper formats, speed and accuracy, proofreading, grammar, spelling, and punctuation.

BUS 108 Word Processing   **Credit Hours: 5**
Prerequisites: Program admission, BUS 101

Emphasizes an intensive use of word processing equipment to create and revise mailable documents or reports from rough draft copy and straight copy. Topics include: proper maintenance and usage of equipment and supplies, work area management, competency in one or more software packages, and productivity.

BUS 109 Shorthand I   **Credit Hours: 6**
Prerequisites: Admission to program

Introduces the theory of shorthand. Topics include: brief forms, phrases, word beginnings and endings, principles, spelling, punctuation, development of correct reading and writing techniques, and an introduction to dictation and transcription. Students develop the ability to take dictation of familiar material at no less than 40 words per minute for a minimum of two minutes and transcribe that material in no more than 20 minutes.

BUS 110 Speedwriting I   **Credit Hours: 6**
Prerequisites: Admission to program

Introduces the theory of speedwriting. Topics include: brief forms, phrases, word beginnings and endings, principles, spelling, punctuation, development of correct reading and writing techniques, and an introduction to dictation and transcription. Students develop the ability to take dictation of familiar material at no less than 40 words per minute for a minimum of two minutes and transcribe that material in no more than 20 minutes.

BUS 151 Introduction to Business   **Credit Hours: 5**

Introduces organization and management concepts of the business world. Topics include: business organization, enterprise management, marketing management, and financial management.

BUS 153 Advanced Secretarial Internship   **Credit Hours: 3**
Prerequisite: Successful completion of BUS 221 Secretary Internship

Provides students more advanced work experience in an off-campus environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening to and following directions. Students will be under the supervision of the information and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 157 Electronic Calculators   **Credit Hours: 3**

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques for the basic operation of the calculator, and arithmetic applications.

BUS 201 Advanced Word Processing   **Credit Hours: 3**
Prerequisites: BUS 108; ENG 111

Provides instruction in advanced word processing. Topics include: proper maintenance and usage of equipment and supplies, work area management, advanced word processing concepts, and production of business correspondence and documents.

BUS 202 Spreadsheet Fundamentals   **Credit Hours: 3**
Prerequisites: BUS 104; MAT 111

Provide instruction in the use of electronic spreadsheet software packages in simple business applications. Students become proficient in creation and modification of spreadsheets. Topics include: entering textual and numerical data in row/column relationships, editing and deleting entries, making computations through the use of formula and/or logic functions, and creation of spreadsheets.

BUS 204 Information Processing Specialist Internship   **Credit Hours: 6**
Prerequisite: Successful completion of all required coursework

Provides student work experience in a professional environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Information and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 205 Shorthand II   **Credit Hours: 6**
Prerequisite: BUS 109

Continues presentation of shorthand theory. Topics include: brief forms, phrases, word beginnings and endings, principles, spelling, punctuation, development of correct reading and writing techniques, and continuation of dictation and transcription. Students develop the ability to take dictation of familiar material at no less than 50 words per minute for a minimum of three minutes and transcribe that material in 20 minutes.

BUS 208 Office Accounting   **Credit Hours: 4**
Prerequisite: MAT 111

Introduces fundamental concepts of accounting. Topics include: the accounting equation, debits, credits, and journalizing; posting and proving the general ledger; accounts receivable ledger and accounts payable ledger; and payroll. Both manual and computerized concepts are taught.

BUS 211 Medical Terminology   **Credit Hours: 4**
Prerequisites: Admission to program

Introduces the basic spelling and pronunciation of medical terms and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: medical prefixes, roots, suffixes, word elements, spelling, pronunciation, and meaning.

BUS 212 Anatomy and Terminology   **Credit Hours: 5**
Prerequisites: BUS 211

Introduces the structures and functions of the human body including medical terminology. Topics include: spelling, pronunciation, medical terminology, definitions and anatomical terms and location, and identification and functions of body parts and systems.

BUS 213 Medical Transcription I   **Credit Hours: 3**
Prerequisites: ENG 111; BUS 102; BUS 211

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: proper maintenance and usage of equipment and supplies, work area management, pronunciation, spelling, definitions, typing speed and accuracy, punctuation, and using reference books.

BUS 214 Medical Transcription II   **Credit Hours: 3**
Prerequisites: BUS 212; BUS 213

Continues the development of speed and accuracy in the transcription of medical reports. Topics include: proper maintenance and usage of equipment and supplies, work area management, pronunciation, spelling, definitions, typing speed and accuracy, punctuation, and using reference books.

BUS 215 Medical Secretary Internship   **Credit Hours: 12**
Prerequisites: Must be in last quarter of classes; students may take last quarter coursework and internship concurrently with permission.

Provides student work experience in an off-campus medical environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 217 Legal Procedures I   **Credit Hours: 7**
Prerequisites: ENG 111; BUS 102

Introduces office procedures practiced by the legal secretary. Topics include: legal terminology, preparing legal documents and correspondence, transcription, ethics, and performing under pressure. Specific topics covered include general office duties, the courts and court documents, litigation, wills, probate, real estate, corporations, and noncourt documents.

BUS 218 Legal Procedures II   **Credit Hours: 7**
Prerequisites: ENG 112; BUS 217

A continuation of office procedures practiced by the legal secretary. Topics include: legal terminology, transcription, preparing legal documents and correspondence, maintaining client and financial records, ethics, and performing under pressure. Specific topics covered include: legal office procedures, the courts and court documents, litigation, wills, probate, real estate, corporations and noncourt documents.

BUS 219 Legal Secretary Internship   **Credit Hours: 12**
Prerequisite: Must be in last quarter; students may take last quarter coursework and internship concurrently with permission.

Provides student work experience in an off-campus legal environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 221 Secretary Internship

Credit Hours: 6

Prerequisites: Successful completion of all required coursework

Provides student work experience in a professional environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Information and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 222 Shorthand III

Credit Hours: 6

Prerequisites: BUS 205

Strengthens the student's understanding and further development of shorthand principles. Topics include: speed, command of English, competence in handling problems of office dictation, efficient transcription techniques, and preparation of mailable copy that meets employment production rate needs. Students develop the ability to take new material at no less than 70 words per minutes for a minimum of three minutes and transcribe that material in 20 minutes.

BUS 224 Administrative Assistant Internship

Credit Hours: 8

Prerequisite: Must be in last quarter; students may take last quarter coursework and internship concurrently with permission.

Provides student work experience in the occupational environment. Topics include: applying classroom knowledge and skills, working cooperatively with co-workers and management, and listening and following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 225 Office Simulation

Credit Hours: 8

Prerequisites: Successful completion of all required course work in a Business and Office Technology specialization area

Provides realistic patterns of office activities in a simulated office environment. Topics include: integrating, developing and applying a wide range of occupational knowledge and skills, cooperatively interacting with co-workers, and listening and following directions.

CIS 101 Keyboarding

Credit Hours: 3

Prerequisite: Provisional admission

Provides an introduction to the effective and efficient use of electronic machine keyboards. Topics include: touch typing skills, and text formatting and manipulation. Manual dexterity is developed using microcomputers and machine driven exercises.

CIS 102 Introduction to Computers

Credit Hours: 6

Prerequisite: Provisional admission

Provides an overview of computers and information processing. Topics include: historical perspective, terminology, data representation, computer number systems, processing capabilities, hardware, software, communications, program development, system development, and software applications.

CIS 103 Operating Systems Concepts — Credit Hours: 4
Prerequisite/Corequisite: CIS 102

Provides an overview of operating systems functions and commands that are necessary in a micro/mainframe computer working environment. Topics include: multiprogramming, multi-user systems, data communications, utilities, task control languages, allocation of system resources, and networking.

CIS 105 Program Design and Development — Credit Hours: 5
Prerequisite/Corequisite: CIS 102

Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudocode. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.

CIS 112 Systems Analysis and Design — Credit Hours: 4
Prerequisite/Corequisite: Program admission; CIS 105; Programming language preferred

Provides a review of and an application of systems life cycle development methodologies implemented by project teams. Topics include: initial investigation, feasibility study, systems analysis, systems design, technical design, program specification, and implementation planning.

CIS 113 COBOL I — Credit Hours: 8
Prerequisite/Corequisite: Program admission; CIS 105 preferred

Provides a study of the COBOL programming language to solve business application. Topics include: division, input/output, arithmetic operations, conditional control, editing of input, and single level control breaks.

CIS 114 COBOL II — Credit Hours: 8
Prerequisite: CIS 113

Reinforces and extends the concepts and applications provided in COBOL I. Topics include: multi-level control breaks, sequential file processing and updating, debugging techniques, elementary table processing, and elementary sorting.

CIS 122 Microcomputer Installation and Maintenance — Credit Hours: 3
Prerequisite: Provisional admission

Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components, safety, installing internal options and memory chips, installing external peripherals such as printers and T-switches, troubleshooting techniques, repairing minor system problems, preventive maintenance, and software customization concepts.

CIS 123 Microcomputer Productivity Tools — Credit Hours: 8
Prerequisite: Program admission; CIS 105 preferred

Provides a study microcomputer based productivity tools. Topics include: operating system fundamentals, development of macros, and command file programming. Provides an overview of word processing software.

CIS 124 Microcomputer Database Programming   Credit Hours: 8
Prerequisite/Corequisite: CIS 123

Provides a study of database programming using microcomputer database management systems (DBMS) software packages. Topics include: implementation of systems development, structured programming techniques, screen design, date editing, debugging techniques, and printing customized reports.

CIS 214 Database Management   Credit Hours: 6
Prerequisite: CIS 114

Provides an overview of the skills and knowledge of database application systems which are used in business, government, and industry. Topics include: physical and applied data structures; database design; on-line systems; and hierarchical, network, and relational data models.

CIS 215 COBOL III   Credit Hours: 8
Prerequisite: CIS 114

Reinforces and extends the concepts and applications provided in COBOL II. Topics include: random file processing, advanced table processing, and advanced sorting.

CIS 216 COBOL IV   Credit Hours: 8
Prerequisite: CIS 215 and
Prerequisite/Corequisite: CIS 214

Provides skills development in more advanced techniques of COBOL programming utilizing disk files. Topics include: interactive processing and database processing.

CIS 250 RPG Programming I   Credit Hours: 8

Introduces programming business applications using the RPG programming language. Topics include: input/output processing, arithmetic operations, edit codes, comparing, control breaks, multiple control breaks, field-record relations, multiple record types and exception output.

CIS 251 RPG Programming II   Credit Hours: 8
Prerequisite: CIS 250

Provides an emphasis on designing and writing programs using the RPG programming language. Topics include: arrays, magnetic disk, input editing, sequential file updating, creating, updating and retrieving indexed sequential files and interactive processing.

CIS 253 Basic Programming I   Credit Hours: 8

Provides a study of the BASIC programming language on a microcomputer to solve business applications. Topics include: data definition, calculations, decisions, data validation, multipage report formatting, array processing, sorting, string manipulation, and interactive processing.

CIS 254 Basic Programming II   Credit Hours: 8

Emphasizes structured BASIC programming using advanced programming techniques. Topics include: control breaks; sequential and direct file processing and maintenance (creating, updating, and accessing); functions; screen formatting; error reporting and audit trails; modular program construction; and debugging techniques.

CMP 101 Introduction to Microcomputers   **Credit Hours: 3**
Prerequisites: Provisional admission

Introduces fundamental concepts and operations necessary to utilize microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology; computer operating systems; data storage; file management; equipment care and operation; and an introduction to word processing, database, and spreadsheet application.

COS 100 Introduction to Cosmetology Theory   **Credit Hours: 5**
Prerequisite: Provisional admission

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; hygiene and grooming; personality development and professional ethics; sterilization, sanitation, and bacteriology; chemistry fundamentals; safety; anatomy and physiology; and Hazardous Duty Standards Act compliance.

COS 101 Introduction to Permanent Waving and Relaxing   **Credit Hours: 2**
Prerequisite/Corequisite: COS 100

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer application procedures on mannequins.

COS 102 Introduction to Hair Color   **Credit Hours: 4**
Prerequisite/Corequisite: COS 100

Introduces the fundamental theory of color, predisposition tests, color selection, and color application. Topics include: basic color concepts, skin reactions, the color wheel, and color selection and application.

COS 103 Introduction to Skin, Scalp, and Hair   **Credit Hours: 2**
Prerequisite: COS 100

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facials, products and supplies, and diseases and disorders.

COS 104 Introduction to Manicuring and Pedicuring   **Credit Hours: 1**
Prerequisite/Corequisite: COS 100

Introduces the theory, procedures, and products used in the care of nails and cuticles. Topics include: treatment theory, hand and foot anatomy, nail care implements, nail care supplies, plain manicure, and cuticle care.

COS 105 Introduction to Shampooing and Styling   **Credit Hours: 3**
Prerequisite/Corequisite: COS 100

Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement, and combouts. Laboratory training includes styling training to total 20 hours on mannequins and 25 hours on live models without compensation. Topics include: shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, fingerwaves, combout techniques, skipwaves, ridgecurls, and safety precautions.

COS 106 Introduction to Hair Cutting
Credit Hours: 2
Prerequisite/Corequisite: COS 100

Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting terminology, safety and sanitation, cutting implements, and haircutting techniques.

COS 107 Haircutting Techniques
Credit Hours: 2
Prerequisite: COS 106

Continues the theory and application of haircutting techniques. Topics include: client consultation, head and body analysis, hair analysis, and haircutting techniques. Students will practice haircutting techniques in the laboratory setting.

COS 108 Permanent Waving and Relaxing
Credit Hours: 3
Prerequisite: COS 101

Presents precautions and difficulties involved in applying permanent waves and relaxers. Application of permanent waves and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.

COS 109 Hair Color
Credit Hours: 2
Prerequisite: COS 102

Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: lash and brow tints, coloring products, safety precautions and tests, mixing procedures, and color selection and application.

COS 110 Skin, Scalp, and Hair
Credit Hours: 2
Prerequisite: COS 103

Provides instruction on an application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions.

COS 111 Styling
Credit Hours: 3
Prerequisite: COS 105

Continues the theory and application of hairstyling and introduces thermal dry styling, thermal curling, thermal pressing, thermal waving, braiding, safety, and cleaning and styling wigs and hairpieces.

COS 112 Manicuring and Pedicuring
Credit Hours: 1
Prerequisite: COS 104

Provides manicuring and pedicuring experience on live models. Topics include: implements, products and supplies, diseases and disorders, manicure techniques, and plain pedicure.

COS 113 Practicum I   **Credit Hours: 4**
Prerequisites: COS 108, COS 109, COS 110, COS 111, COS 112
Prerequisites/Corequisites: ENG 101, MAT 100, PSY 100

Provides laboratory experiences necessary for the development of skill levels re-
quired to be a competent cosmetologist. The allocation of time to the various phases
of cosmetology is prescribed by the Georgia State Board of Cosmetology. This
course includes a portion of the hours required for licensure. Topics include: per-
manent waving and relaxers; hair color and bleaching; skin, scalp, and hair; hair-
cutting; styling; dispensary; manicure/pedicure; reception; safety precautions; and
Hazardous Duty Standards Act compliance.

COS 114 Practicum II   **Credit Hours: 5**
Prerequisite/Corequisite: COS 113

Provides laboratory experiences necessary for the development of skill levels re-
quired to be a competent cosmetologist. The allocation of time to the various phases
of cosmetology is prescribed by the Georgia State Board of Cosmetology. This
course includes a portion of the hours required for licensure. Topics include: per-
manent waving and relaxers; hair color and bleaching; skin, scalp, and hair; hair-
cutting; styling; dispensary; manicure; pedicure; reception; safety precautions; and
Hazardous Duty Standards Act compliance.

COS 115 Practicum/Internship I   **Credit Hours: 4**
Prerequisites: COS 113, COS 114
Prerequisite/Corequisite: COS 115

Provides experience necessary for professional development and completion of
requirements for state licensure. Emphasis will be placed on the display of profes-
sional conduct and positive attitudes. The requirements for this course may be met
in laboratory setting or in a combination of a laboratory setting and an approved
internship facility. Topics include: permanent waving and relaxers; hair color and
bleaching; skin, scalp, and hair; haircutting; dispensary; styling; manicure/pedicure;
reception; safety precautions; and Hazardous Duty Standards Act compliance.

COS 116 Practicum/Internship II   **Credit Hours: 5**

Provides experience necessary for professional development and completion of
requirements for state licensure. Emphasis will be placed on the display of profes-
sional conduct and positive attitudes. The requirements for this course may be met
in a laboratory setting or in a combination of a laboratory setting and an approved
internship facility. Topics include: permanent waving and relaxers; hair color and
bleaching; skin, scalp, and hair; haircutting; dispensary; styling; manicure/pedicure;
reception; safety precautions; Hazardous Duty Standards Act compliance; and state
licensure preparation.

COS 117 Salon/Shop Management   **Credit Hours: 4**
Prerequisite: COS 100, Program admission

Emphasizes the steps involved in opening and operating a privately owned cos-
metology salon. Topics include: planning a salon, business management, retailing,
public relations, sales skills, and client retention.

DDF 101 Introduction to Drafting
Credit Hours: 6
Prerequisite: Provisional admission

Emphasizes the development of fundamental drafting techniques. Topics include: terminology, drafting equipment care and use, lettering, line relationships, and geometric construction.

DDF 102 Size and Shape Description I
Credit Hours: 5
Prerequisites/Corequisites: DDF 101; MAT 103

Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include: multiview drawing and sketching in pencil and/or ink, precision measurement, tolerances and fits, and basic dimensioning procedures and practices.

DDF 103 Size and Shape Description II
Credit Hours: 5
Prerequisites/Corequisites: DDF 101; DDF 102

Continues dimensioning skill development and introduces sectional views. Topics include: advanced dimensioning practices and development of section views in pencil and/or ink.

DDF 104 Pictorial Drawing
Credit Hours: 3
Prerequisites: DDF 103; MAT 104

Introduces the use of technical sketching and pictorial drawing. Topics include: axonometric and oblique drawings in pencil and/or ink and general pictorial sketching techniques.

DDF 105 Auxiliary Views
Credit Hours: 3
Prerequisites/Corequisites: DDF 103; MAT 104

Introduces techniques necessary for auxiliary view drawings. Topics include: primary and secondary auxiliary views in pencil and/or ink.

DDF 106 Fasteners
Credit Hours: 3
Prerequisite/Corequisite: DDF 105

Provides knowledge and skills necessary to draw and specify fasteners. Topics include: types, representations, and specification of threads; drawing of fasteners; use of technical reference sources; and use of welding symbols.

DDF 107 Introduction to CAD
Credit Hours: 5
Prerequisites/Corequisites: CMP 101; DDF 103; MAT 104

Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include: terminology, CAD commands, basic entities, and basic drafting applications.

DDF 108 Intersections and Development
Credit Hours: 5
Prerequisites/Corequisites: DDF 103; MAT 104

Introduces the graphic description of objects represented by the intersection of geometric components. Topics include: surface development; establishment of true length; and intersections of lines, planes, prisms, pyramids, curved surfaces, and cylinders and cones.

DDF 109 Assembly Drawings I   **Credit Hours: 5**
Prerequisites/Corequisites: DDF 104; DDF 107

Provides knowledge and skills necessary to make working drawings. Topics include: technical reference source use, detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

DDF 110 Assembly Drawings II   **Credit Hours: 5**
Prerequisite/Corequisite: DDF 109

Continues the development of assembly drawing skills. Topics include: technical reference source use, in-depth detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

DDS 201 Strength of Materials   **Credit Hours: 5**
Prerequisites: ENG 101; MAT 104

Provides a non-calculus based overview of the behavior of materials when subjected to different loadings and restraints and the prediction of materials behavior in different situations. Topics include: stress, strain, tension, moments of inertia, and beam bending.

DDS 203 Surveying I   **Credit Hours: 3**
Prerequisites: DDF 107; MAT 104

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurement; angles, bearings, and directions; and use of instruments such as transits, theodolites, levels, and electronic distance meters.

DDS 204 Estimating   **Credit Hours: 3**
Prerequisites: CMP 101, Eng 101, MAT 104

Introduces the essential skills necessary for assessing the expected materials, labor requirements, and costs for given structures or products. Topics include: blueprint reading, material take-offs, price extension, and utilization of reference sources.

DDS 205 Residential Architectural Drawing I   **Credit Hours: 6**
Prerequisites: DDF 110, DDS 201; ENG 101; MAT 104

Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include: floor, footing, and foundation plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; and specifications.

DDS 208 Residential Architectural Drawing II   **Credit Hours: 6**
Prerequisite/Corequisite: DDS 205

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; and mechanical and electrical systems.

DDS 209 Structural Steel Detailing   Credit Hours: 6
Prerequisite: DDF 110

Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction. Topics include: office practices; steel shapes; beam reaction; framed connections; seated connections; and columns, base plates, and splices.

DDS 210 Commercial Architectural Drawing I   Credit Hours: 6
Prerequisites/Corequisites: DDS 208; DDS 209

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and all plans, specifications, sections and details, and schedules.

DDS 226 Manufacturing Processes   Credit Hours: 4
Prerequisites/Corequisites: ENG 101; MAT 104

Introduces basic industrial manufacturing processes. Topics include: measuring processes; gauging, and inspecting processes; hot processes such as welding, forging, and forming; cold processes such as cutting, forming, and rolling; and finishing processes.

DDS 229 Gears and Cams   Credit Hours: 6
Prerequisites: DDS 201; DDS 226; MAT 104

Emphasizes calculation, specification development, and drawing of gear and cam systems to produce desired results. Topics include: reference utilization, solution for two unknowns, standard gear applications, standard cam applications, and gear ratios.

DDS 230 Mechanisms I   Credit Hours: 7
Prerequisite/Corequisite: DDS 229

Emphasizes familiarization with and utilization of common linkage types. Students apply linkage concepts to specific problems. Topics include: direct linkages, multi-linkages, standardized gear boxes, and fundamental robotic concepts.

DDS 232 Mechanical Power Transmissions   Credit Hours: 6
Prerequisite/Corequisite: DDS 230

Provides opportunities for design utilization of multiple power transmission methodology. Topics include: belts and pulleys, clutches and brakes, sprockets and chains, gear boxes, hydraulics, and pneumatics.

DDS 239 Advanced Drafting Practicum   Credit Hours: 4
Prerequisites/Corequisites: All other courses required of graduation

Utilizes the full range of drafting skills developed in the advanced option courses to finish a product graphically. A simulated industrial design problem is provided that requires synthesis of knowledge and techniques to produce any elements required for complete graphical description and presentation of the finished product. Utilization of CAD is preferred.

ECO 191 Principles of Economics
Credit Hours: 5

Prerequisite: Program Admission

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include: basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.

ECO 193 Macroeconomics
Credit Hours: 5

Prerequisite: Program Admission

Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include: basic economic principles, macroeconomic policy, money and banking, and the United States economy in perspective.

ELC 103 Introduction to Electronics Technology
Credit Hours: 2

Prerequisite: Provisional admission

Introduces electronic career opportunities, class and laboratory procedures and safety, and electronic terminology and concepts. Topics include: the electronic employment market and careers, electronic safety practices and procedures, basic electronic language, and block diagram analysis of common electronic systems.

ELC 104 Soldering Technology
Credit Hours: 2

Prerequisite: Provisional admission

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELC 106 Direct Current Circuits I
Credit Hours: 4

Prerequisites/Corequisites: MAT 103

Introduces direct current (DC) concepts and applications. Topics include: fundamental electrical principles and laws; direct current test equipment; series, parallel, and combination circuits; and basic laboratory procedures and safety practices.

ELC 108 Direct Current Circuits II
Credit Hours: 4

Prerequisite/Corequisite: ELC 106

Continues direct current (DC) concepts and applications. Topics include: complex series/parallel circuits and DC theorems.

ELC 109 Alternating Current I
Credit Hours: 4

Prerequisites/Corequisites: ELC 108, MAT 104 or MAT 105

Introduces the theory and application of varying sine wave voltages and current. Topics include: AC waver generation, oscilloscope operation, inductance, and capacitance.

ELC 110 Alternating Current II   Credit Hours: 4
Prerequisite/Corequisite: ELC 109

Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and oscilloscopes. Topics include: simple RLC circuits, AC circuit resonance, passive filters, transformer theory and applications, and non-sinusoidal wave forms.

ELC 111 Electronics Microcomputer Applications I   Credit Hours: 3
Prerequisite: Program admission

Introduces the fundamental concepts and operations necessary for electronics microcomputer applications. Topics include: computer terminology/components, operating systems, data storage, software applications, equipment care and operation, and electronics end-user software.

ELC 114 Solid State Devices I   Credit Hours: 7
Prerequisite/Corequisite: ELC 110

Introduces the physical characteristics and applications of solid state devices. Topics include: PN diodes, power supplies, voltage regulation, and special applications.

ELC 115 Solid State Devices II   Credit Hours: 4
Prerequisite/Corequisite: ELC 114

Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: bipolar junction theory and bipolar junction application.

ELC 117 Linear Integrated Circuits   Credit Hours: 4
Prerequisite/Corequisite: ELC 115 or AMF 110

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and 3 terminal voltage regulators.

ELC 118 Digital Electronics I   Credit Hours: 4
Prerequisite/Corequisite: ELC 108

Introduces the basic building blocks of digital circuits. Topics include: binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment.

ELC 119 Digital Electronics II   Credit Hours: 7
Prerequisite/Corequisite: ELC 118

Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include: flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, display drivers, and analog to digital and digital to analog conversions.

ELC 120 Microprocessors I   Credit Hours: 4
Prerequisite/Corequisite: ELC 119

Introduces the fundamentals of current microprocessors. The course focuses on current generation microprocessors. Topics include: microprocessor architecture, instruction set, addressing schemes, debugging and memory devices.

ELC 121 Microprocessors II Credit Hours: 4
Prerequisite/Corequisite: ELC 120

Continues in-depth study of current microprocessors. Emphasis is placed on application and operation of current generation microprocessors. Topics include: instruction set, assembler, addressing schemes, debugging, and memory devices.

ELC 122 Microprocessor Interfacing Credit Hours: 4
Prerequisite/Corequisite: ELC 121

Develops skills in using fundamental microprocessor interfacing with memory and programmable interface adapters. Topics include: interfacing, memory circuits, input/output, programmable peripheral interfaces, and use of diagnostic programs.

ELC 125 Solid State Devices III Credit Hours: 4
Prerequisite/Corequisite: ELC 115

Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: field effect transistors, power control and switching devices, and display devices.

ELC 201 Computer Peripherals Credit Hours: 4
Prerequisite/Corequisite: ELC 121

Provides a study of the computer system level architecture and functional operation of computer peripherals. Topics include: software and hardware interfacing techniques, display terminals, printers, mass storage, and console devices.

ELC 202 Networking Credit Hours: 3
Prerequisite/Corequisite: ELC 121

Introduces the study of the architecture and functional operation of computer networks. This course emphasizes communicating technical information to non-technical people. Topics include: protocols, terminology, components and operating principles of networks, network utilities, network installation, network management (controlling configuring, monitoring), network applications, and interpretation and isolation of network failures.

ELC 203 Operating Systems Credit Hours: 3
Prerequisite/Corequisite: ELC 121

Provides a study of inter-relationships of hardware and software at the systems level and the functional operation and utilization of the operating system. Topics include: use of operating system components, system installation and generation, utilities and commands, file structure and management, multi-user operating system theory, software applications, assembly language, crash dump analysis, monitoring utilities, on-line diagnostics, and system fault isolation.

ELC 204 High-Level Languages Credit Hours: 3
Prerequisite/Corequisite: ELC 111

Introduces computer programming using a high-level language such as BASIC, Pascal, Fortran "C", or others. Topics include: flowcharting and problem analysis while developing programming skills, solution design and coding, program execution, and debugging procedures.

ELC 205 Data Communications
Credit Hours: 2
Prerequisite/Corequisite: ELC 119

Introduces the fundamentals, terminology, protocols, and applications of data communications. Topics include: principles of operation, functions, internal circuitry, and troubleshooting techniques of both synchronous and asynchronous interfaces and modems.

ELC 208 Computer System Troubleshooting
Credit Hours: 3
Prerequisite/Corequisite: ELC 121

Emphasizes the use of diagnostics to isolate failures, replace the defective module or subsystem, and verify proper operation. Topics include: operating systems use, diagnostic programs, preventative maintenance, subsystem isolation, system preparation and verification, and service reports completion.

ELC 211 Process Control
Credit Hours: 7
Prerequisite/Corequisite: ELC 124

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 ISA and other relevant standards.

ELC 212 Motor Controls
Credit Hours: 7
Prerequisite/Corequisite: ELC 211

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AD/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

ELC 213 Programmable Controllers
Credit Hours: 7
Prerequisite/Corequisite: ELC 212

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELC 214 Mechanical Devices
Credit Hours: 3
Prerequisite/Corequisite: MAT 104

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELC 215 Fluid Power
Credit Hours: 3
Prerequisite/Corequisite: MAT 104

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELC 216 Robotics
Credit Hours: 3
Prerequisite/Corequisite: ELC 213, ELC 214, ELC 215

Explores robotic concepts, terminology, and basic applications. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include: safety, terminology, languages, and programming.

ELT 113 Programmable Logic Control I   Credit Hours: 4
Prerequisites: ELT 111, ELT 112, ELT 118

Introduces operational theory, systems terminology, field wiring/installation, and start-up procedures for programmable logic controls. Emphasis will be placed on PLC programming, connections, installations, and start-up procedures. Topics include: introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering system, relay/programming logic, and field wiring/installation and start-up.

ELT 114 Programmable Logic Control II   Credit Hours: 2
Prerequisite/Corequisite: ELT 113

Provides for development of operational skills in the use of PLC equipment and peripheral devices. Emphasis is placed on printers and other peripheral devices, PLC hard wiring, program writing, installation procedures, and operation of PLC program. Topics include: program control information/data manipulation, report generation (outputs), peripheral devices, field wiring/installation, start-up, troubleshooting, and program enhancement/optimization.

ELT 115 Diagnostic Troubleshooting   Credit Hours: 2
Prerequisite/Corequisite: ELT 114

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ENG 095 Developmental English I   Credit Hours: 5 IC
Prerequisite: Placement by diagnostic testing

Introduces basic grammar. Topics include basic vocabulary, simple sentences, sentence capitalization, and punctuation marks, and spelling.

ENG 096 Developmental English II   Credit Hours: 5 IC
Prerequisite: ENG 095 or placement by diagnostic testing

Emphasizes standard English usage. Topics include capitalization, subjects and predicates, punctuation, sentence structure, correct verb tenses, standard spelling, and basic paragraph development.

ENG 097 Developmental English III   Credit Hours: 5 IC
Prerequisite: ENG 096 or placement by diagnostic testing

Emphasizes the rules of grammar, punctuation, and spelling in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar review, use of punctuation marks, use of capitalization, recognition of clauses and phrases, application of the rules of spelling, writing varied and complicated sentences, and writing simple paragraphs.

ENG 098 Developmental English IV   Credit Hours: 5 IC
Prerequisite: ENG 097 or placement by diagnostic testing

Emphasizes the ability to communicate using written and oral methods. Topics include construction of basic paragraphs; proofreading to eliminate errors in mechanics, punctuation, and spelling; and presenting written and oral reports.

ENG 100 English   **Credit Hours: 5**
Prerequisite: ENG 096 or placement by diagnostics testing and RDG or placement
         by diagnostic testing

Emphasizes the development and improvement of written and oral communication abilities. Topics include basic grammar; language usage; vocabulary; idea development; spelling; outlining; sentence elements; sentence development; paragraph development; revision; listening skills; reading skills; and locating, using, and organizing information.

ENG 101 English   **Credit Hours: 5**
Prerequisite: ENG 097 or placement by diagnostic testing and RDG 097 or
         placement by diagnostic testing

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques used in selected readings, writing practice, editing, and proofreading, research skills, and oral presentation skills. Homework assignments reinforce classroom learning.

ENG 102 Technical Writing   **Credit Hours: 5**
Prerequisite: ENG 098 or placement by diagnostic testing and RDG 097 or
         placement by diagnostic testing

Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include composition review, technical communications, construction of informal reports, business letters, oral reports, graphics use, information collection, and production of formal reports. Homework assignments reinforce classroom learning.

ENG 111 Business English   **Credit Hours: 5**
Prerequisite: ENG 097 or placement by diagnostic testing and RDG 0974 or
         placement by diagnostic testing

Emphasizes a functional and comprehensive review of English usage. Topics include English grammar and composition fundamentals.

ENG 112 Business Communication   **Credit Hours: 5**
Prerequisite: BUS 101 and ENG 111

Provides knowledge and application of written and oral communications found in business situations. Topics include writing fundamentals and speaking fundamentals.

ENG 191 Composition and Rhetoric   **Credit Hours: 5**
Prerequisite: ENG 098 or placement by diagnostic testing and RDG 098 or
         placement by diagnostic testing

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research.

ENG 193 Compositing and Rhetoric II   Credit Hours: 5
Prerequisite: ENG 191 with a C or better

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature and practice various modes of writing. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENG 195 Technical Communications   Credit Hours: 5
Prerequisite: ENG 191 with a C or better

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

HUM 191 Introduction to Humanities   Credit Hours: 5
Prerequisite: ENG 191 with C or better

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities are presented as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments and contributions of the humanities.

IMT 101 Industrial Maintenance Safety Procedures   Credit Hours: 4
Prerequisite: Provisional admission

Provides in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include: traffic safety, ladder safety, fire safety, safe work in confined spaces, electrical safety, emergency procedures, an introduction to OSHA regulations, MSDS Right-to Know Law, hazardous materials safety, and safety equipment.

IMT 108 Industrial Mechanics I   Credit Hours: 7
Prerequisite: Program admission level math competency

Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, teaches basic industrial application of mechanical principles with emphasis placed on power transmission and specific mechanical components. Topics include: mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packings and seals.

IMT 110 Industrial Mechanics II   Credit Hours: 6
Prerequisite: IMT 108

Continues the application of mechanical principles to industrial production equipment with emphasis on power transmission and mechanical components. Emphasis is placed on alignment and tension. Topics include: mechanical drive systems, couplings and alignment, clutches and brakes, linkage and levers, mechanical troubleshooting, and preventive maintenance.

IMT 113 Industrial Hydraulics   Credit Hours: 8
Prerequisite: Program admission level math competency

Provides instruction in fundamental concepts and theories for the safe operation of hydraulic components and systems. Topics include: hydraulic theory, suction side of pumps, actuators, valves, pumps/motors, accumulators, symbols and circuitry, types of fluids, filters, servicing safety, and preventive maintenance.

IMT 115 Industrial Pneumatics I   Credit Hours: 4
Prerequisite: IMT 113

Provides instruction in fundamental concepts and theories for the safe operation of pneumatic components and systems. Topics include: pneumatic theory, preventive maintenance, compressors, regulators, pneumatic valves, actuators, and servicing safety.

IMT 116 Fluid Power Troubleshooting   Credit Hours: 2
Prerequisites/Corequisites: IMT 113, IMT 115

Provides instruction in the fundamentals of hydraulic and pneumatic systems diagnosis and repair. Principles of analysis and problem solving are applied to fluid power systems. This practicum experience provides an opportunity for students to work with fluid power malfunctions similar to those they will encounter in their future careers. Topics include: hydraulic system diagnosis and verification, pneumatic system diagnosis and verification, and servicing safety.

IMT 118 DC and AC Motors   Credit Hours: 4
Prerequisites/Corequisites: ELC 106, ELC 109, IMT 106, MAT 104

Introduces the fundamental theories and applications of single phase and three phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors (series, shunt, and compound), scheduled preventative maintenance, troubleshooting and failure analysis, and Article 430 of the National Electrical Code.

IMT 119 Fundamentals of Motor Controls   Credit Hours: 4
Prerequisite/Corequisite: IMT 118

Introduces the fundamental concepts, principles, and control devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include: principles of motor control, control devices, symbols and schematic diagrams, and Article 430 N.E.C.

IMT 120 Magnetic Starters and Braking   Credit Hours: 4
Prerequisite/Corequisite: IMT 119

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IMT 121 Two-Wire Control Circuits   Credit Hours: 3
Prerequisite/Corequisite: IMT 120

Provides instruction in two-wire motor control circuits using relays, contactors, and motor starters with application sensing devices. Topics include: wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches.

IMT 122 Advanced Motor Controls   Credit Hours: 3
Prerequisite/Corequisite: IMT 121

Continues instruction in the study and application of motor control circuits with emphasis on sequencing circuits, complex circuits, and motor control centers. Topics include: sequencing circuits, reduced voltage starting, motor control centers, and troubleshooting.

IMT 123 Variable Speed Motor Control · Credit Hours: 4
Prerequisite/Corequisite: IMT 122

Provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include: fundamentals of variable speed control, AC and DC motors, solid state controls, installation procedures, and ranges.

IMT 126 Programmable Logic Control Practicum · Credit Hours: 5
Prerequisite/Corequisite: ELT 114

Provides for hands-on development of operational skills in the maintenance and troubleshooting of automated industrial machinery. Emphasis is placed on applying skills developed in previous courses in programmable logic control (PLC) in an industrial setting. Topics include: hard-wiring PLC equipment, writing and executing programs, and troubleshooting PLC circuits.

IMT 127 Industrial Maintenance Internship · Credit Hours: 7
Prerequisite: All non-elective courses required for program completion.

Provides students with occupation-based instruction that applies learned skills to actual work experience. Emphasizes students' opportunities to practice programmable logic control skills and troubleshooting techniques on industrial equipment. Topics include: application of industrial maintenance skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

MAS 101 Medical Law and Ethics · Credit Hours: 2

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting, introduction to medical law, the physician-patient-assistant relationship, the medical office in litigation, and ethics.

MAS 103 Pharmacology · Credit Hours: 4
Prerequisite: AHS 101, AHS 109, MAT 100

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, commonly prescribed medications according to body systems, effects of drugs on the body systems, systems of measurement, and calculating adult and pediatric dosages.

MAS 104 Medical Administrative Procedures I · Credit Hours: 2
Prerequisite: AHS 109, BUS 101

Emphasizes essential skills required for the typical medical office. Topics include: accounting procedures and insurance preparation and coding.

MAS 105 Medical Administrative Procedures II · Credit Hours: 5
Prerequisite: MAS 103, MAS 104

Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include: introduction to the computer and medical transcription.

MAS 108 Medical Assisting Skills I   Credit Hours: 5
Prerequisite: AHS 101, AHS 109

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control, prepare patients/assist physician with examinations and diagnostic procedures, vital signs/mensuration, minor office surgical procedures, and electrocardiograms.

MAS 109 Medical Assisting Skills II   Credit Hours: 5
Prerequisites: MAS 103, MAS 108

Furthers the student's knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens; venipuncture; urinalysis; administration of medication including oral, topical, subcutaneous, intramuscular, and intradermal medication; first aid and CPR; physical therapy procedures; and principles of radiology and safety.

MAS 112 Human Diseases   Credit Hours: 5
Prerequisites: AHS 101, AHS 109, MAS 103

Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is high-lighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems including the nutritional and pharmacological implications.

MAS 113 Maternal and Child Care   Credit Hours: 5
Prerequisites: AHS 101, AHS 109, MAS 103

Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of the sick child. Topics include: introduction to obstetrics, female and male reproductive systems, intrauterine development, prenatal care, labor and delivery, and stages of child development/newborn through adolescence.

MAS 117 Medical Assisting Externship   Credit Hours: 6
Prerequisite: Permission of instructor

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening and following directions.

MAS 118 Medical Assisting Seminar   Credit Hours: 4
Prerequisite: Permission of instructor

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, job interviews, letters of resignation, and review for the certification examination.

MAT 095 Developmental Math I Credit Hours: 5 IC
Prerequisite: Placement by diagnostic testing

Introduces elementary arithmetic needed for advancement to the level of basic mathematics. Topics include: place value, reading and writing numbers, addition facts, subtraction facts, multiplication facts, division facts, and simple word problems.

MAT 096 Developmental Math II Credit Hours: 5 IC
Prerequisite: MAT 095 or placement by diagnostic testing

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: number theory, whole numbers, fractions, decimals, measurement, and word problems. Homework assignments reinforce classroom learning.

MAT 097 Developmental Math III Credit Hours: 5 IC
Prerequisite: MAT 096 or placement by diagnostic testing

Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include: number theory, fractions, decimals, ratio/proportion, percent, measurement/geometric formulas, and word problems. Homework assignments reinforce classroom learning.

MAT 098 Developmental Prealgebra Credit Hours: 5 IC
Prerequisite: MAT 097 or placement by diagnostic testing

Introduces pre-algebra concepts and operations which will be applied to the study of beginning algebra. Topics include: number theory, arithmetic review, signed numbers, algebraic operations, and introduction to algebra word problems. Homework assignments reinforce classroom learning.

MAT 100 Basic Mathematics Credit Hours: 3
Prerequisite: MAT 096 or placement by diagnostic testing

Emphasizes basic mathematical concepts. Topics include: mathematical operations with whole numbers, fractions, decimals, percents, ratio and proportion, and measurement using common English and metric units. Class includes lecture, applications, and homework to reinforce learning.

MAT 101 General Mathematics Credit Hours: 5
Prerequisite: MAT 097 or placement by diagnostic testing

Emphasizes mathematical skills that can be applied to the solution of occupational and technical problems. Topics include: properties of numbers, fractions, decimals, percents, ratio and proportion, measurement and conversion, exponents and radicals, and geometric and technical formulas. Class includes lecture, applications, and homework to reinforce learning.

MAT 103 Algebraic Concepts Credit Hours: 5
Prerequisite: MAT 098 or placement by diagnostic testing

Introduces concepts and operations which can be applied to study of algebra. Course content emphasizes: use of variables, manipulation of algebraic expressions, solution of linear and quadratic equations; evaluation and graphing of linear and quadratic functions, and solution of systems of linear equations. Class includes lecture, application, and homework to reinforce learning.

MAT 104 Geometry and Trigonometry

Credit Hours: 5

Prerequisite: Grade of C or better in MAT 103

Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes: measurement using English and metric systems, angle measure, similar triangles, right triangles, two- and three-dimensional geometric formulas, right triangle trigonometry; oblique triangles, and laws of sines and cosines.

MAT 105 Trigonometry

Credit Hours: 5

Prerequisite: Grade of C or better in MAT 103

Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include: geometric formulas, right triangle and unit circle trigonometric values, evaluation and graphing of trigonometric functions, laws of sines and cosines, vectors, complex numbers, logarithms, and logarithmic and exponential functions.

MAT 111 Business Math

Credit Hours: 5

Prerequisite: MAT 097 or placement by diagnostic testing

Emphasizes mathematical concepts found in business situations. Topics include: basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators (not to include the touch method).

MAT 191 College Algebra

Credit Hours: 5

Prerequisite: Program admission level math achievement

Emphasizes techniques of problem solving using algebraic concepts. Topics include: algebraic concepts and operations, linear and quadratic equations and functions, simultaneous equations, inequalities, exponents and powers, graphing techniques and analytic geometry.

MAT 193 College Trigonometry

Credit Hours: 5

Prerequisite: MAT 191

Emphasizes techniques of problem solving using trigonometric concepts. Topics include: trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

MAT 195 Differential Calculus

Credit Hours: 5

Prerequisite: MAT 193

Emphasizes the use of differential calculus. Applications of techniques include extreme value problems, motion, graphing, and other topics as time allows. Topics include: derivatives and applications, differentiation of transcendental functions, and an introduction to integration and applications.

MAT 196 Contemporary Mathematics

Credit Hours: 5

Prerequisite: Program Admission

Overview course covering algebra, statistics, and mathematics of finance. Topics include: equations, inequalities, functions, graphs, systems of equations, sets, logic, probability and statistics, regression analysis, and finance.

MAT 198 Introduction to Statistics   **Credit Hours: 5**
Prerequisite: Program Admission

Discusses the concepts and methods fundamental to using and interpreting commonly used statistics. Topics include: descriptive statistics, basic probability, discrete and continuous distributions, sampling distribution, hypothesis testing, chi square tests, and linear regression.

MCA 201 Advanced Milling I   **Credit Hours: 5**
Prerequisites: MCH 115, MCH 116

Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, and gear cutting.

MCA 203 Advanced Milling II   **Credit Hours: 5**
Prerequisite: MCA 201

Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; and straddle milling.

MCA 205 Advanced Lathe Operations I   **Credit Hours: 5**
Prerequisites: MCH 109, MCH 110

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experience. Topics include: thread cutting, precision boring, precision knurling, and tapers.

MCA 207 Advanced Lathe Operations II   **Credit Hours: 5**
Prerequisite: MCA 205

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, and tolerance turning.

MCA 208 Advanced Grinding I   **Credit Hours: 3**
Prerequisite: MCH 112

Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, and grinding theory.

MCA 209 Advanced Grinding II   **Credit Hours: 3**
Prerequisite: MCA 208

Provides instruction in advanced grinding techniques and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: grinding theory, abrasives, wheel preparation, and form grinding.

MCA 211 CNC Fundamentals   **Credit Hours: 7**
Prerequisite: MCH 118

Provides a comprehensive introduction to computer numerical controller (CNC) machining processes. Topics include: math review, safety, jugs and fixtures, tooling and tool holders, reference points, tool offset, and program loading and editing.

MCA 213 CNC Mill Manual Programming

Credit Hours: 6

Prerequisite: MCA 211

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: machine safety, command codes, program loading, machine setup, process control, and practical application.

MCA 215 CNC Lathe Manual Programming

Credit Hours: 6

Prerequisite: MCA 211

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics include: machine safety, command codes, program loading, machine setup, process control, and practical application.

MCA 217 CNC Practical Applications

Credit Hours: 6

Prerequisites: MCA 211, MCA 213, MCA 215

Provides instruction in specialty tooling and multi-axis machining. Students will also gain experience in process control. Topics include: specialty tooling, EDM/ECM, multi-axis machining, process control, and laboratory practice.

MCA 219 CAD/CAM Programming

Credit Hours: 6

Prerequisite: MCA 211

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design the program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, digitizer, pen plotter, drawing manipulations, tool path generation, and program uploading and downloading.

MCH 101 Introduction to Machine Tool

Credit Hours: 6

Prerequisite: Provisional admission

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: use of hand and bench tools and use of power tools, analysis of measurements, saw and blade selection, feed and speed determination, use of coolant, saw operations, drilling setup and maintenance operation.

MCH 102 Blueprint Reading For Machine Tool I

Credit Hours: 5

Prerequisite: Provisional admission

Introduces the fundamental concepts and techniques necessary to interpret drawings and produce sketches for machine tool applications. Topics include: interpretation of blueprints and sketching.

MCH 104 Machine Tool Math I

Credit Hours: 5

Prerequisite/Corequisite: MAT 101

Develops mathematics competencies as applied to machine tool technology. This course emphasizes manipulation and use of machining formulas and the discussion of machining geometry. Topics include: machining algebra and machining geometry.

MCH 105 Machine Tool Math II   Credit Hours: 5

Continues the development of mathematics competencies as applied to machine tool technology. Emphasis is placed on the uses of geometric and trigonometric principles in machining. Topics include: advanced applied geometry and applied trigonometry.

MCH 107 Characteristics of Metal/Heat Treatment   Credit Hours: 4

Introduces the properties of various metals, production methods and identification of ferrous and non-ferrous metals. Topics include: metallurgy, and heat treatment.

MCH 109 Lathe Operations I   Credit Hours: 7
Prerequisite: Provisional admission

Provides opportunities for students to develop skill in the use of bench grinders and lathes. Topics include: lathes, bench grinders, bench grinder operations, lathe calculations, lathe setup, and lathe operations.

MCH 110 Lathe Operations II   Credit Hours: 6
Prerequisite: MCH 109

Continuation of MCH 109.

MCH 112 Surface Grinder Operations   Credit Hours: 6
Prerequisite: Provisional admission

Provides instruction in the set up, operations, maintenance and assembly operations of surface grinders. Topics include: surface grinder, maintenance, surface grinder setup, surface grinder operations, and assembly operations.

MCH 114 Blueprint Reading II   Credit Hours: 5
Prerequisite/Corequisite: MCH 104

Continues the development of blueprint reading competencies as applied to Machine Tool Technology. Topics include: geometric dimensioning and tolerancing; advanced sectioning; and assembly drawings.

MCH 115 Mill Operations I   Credit Hours: 7
Prerequisite: Provisional Admission

Provides instruction in the setup and use of milling machine. Topics include: milling machines, milling machine calculations, milling machine setup, and milling machine operation.

MCH 116 Mill Operations II   Credit Hours: 6
Prerequisite: MCH 114

Continuation of MCH 114.

MCH 118 Computer/CNC Literacy   Credit Hours: 5
Prerequisite: Provisional admission

Provides an introduction to the terminology and application of microcomputers and terminology associated with computer numerical controlled (CNC) equipment. Students will become familiar with the basic operations of computers and the capabilities and limitations of CNC machiners. Topics include: introduction to microcomputer concepts, basic microcomputer operations, functions and subroutines, machine tool applications, cartesian coordinates, absolute and incremental programming, capabilities and limitations of CNC.

MKT 100 Introduction to Marketing   **Credit Hours: 5**
Prerequisite: Provisional admission

Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include: marketing strategies, marketing mix, marketing trends, and dynamic forces acting on the market.

MKT 101 Principles of Management   **Credit Hours: 5**
Prerequisite: Provisional admission

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and special challenges and demands of supervising employees. Topics include: management theories; employee morale; motivating, supervising, and evaluating employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

MKT 103 Business Law   **Credit Hours: 5**
Prerequisite: Provisional admission

Introduces the study of contracts and other business obligations and the legal environment. Topics include: creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

MKT 104 Principles of Economics   **Credit Hours: 5**
Prerequisite: Program admission level math competency

Provides a study of micro and macro economic principles, policies, and applications. Topics include: economic systems, supply and demand, money and the banking system, and the business cycle.

MKT 105 Accounting for Marketing Applications   **Credit Hours: 5**
Prerequisite: MAT 111

Develops an awareness of the financial aspects of business. Topics include: forecasting and budgeting, stock records, costs of overtime and job improvements, basic accounting principles (bookkeeping, ledger, and journal), basic accounting cycle, financial statements such as balance sheets and income statements, and financial ratios.

MKT 106 Fundamentals of Selling   **Credit Hours: 5**
Prerequisite: Provisional admission

Emphasizes sales strategy and techniques which will assist the individual in the sales process. Topics include: customer relations, professional image, product/service knowledge, selling techniques and procedures, sales presentations, and the ethics of selling.

MKT 107 Buying   **Credit Hours: 8**
Prerequisite: Program admission level math competency

Introduces the fundamental principles of buying, merchandising, and accounting for products and services. Topics include: assortment planning; locating resources; ordering merchandise; pricing for profit; and financial statements, ratios, and accounting vocabulary.

MKT 108 Advertising   Credit Hours: 4
Prerequisite: Program admission

Introduces the fundamental principles and practices associated with advertising activities. Topics include: the purpose of advertising and other sales promotional techniques; principles of advertising; budgeting; marketing and advertising plans; regulations and controls of advertising; media evaluation, target marketing, and selection; campaign planning; and trends in advertising.

MKT 109 Visual Merchandising   Credit Hours: 4
Prerequisite: Provisional admission

Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of business. Emphasis will be placed on design, color, tools, and materials, and installation of displays. Topics include: design principles, color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety.

MKT 110 Entrepreneurship   Credit Hours: 8
Prerequisite: Program admission level math competency

Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of business plan.

MKT 112 Principles of Banking   Credit Hours: 5
Prerequisite: Provisional admission

Introduces the student to the history, documents, and operational functions of the banking industry. Topics include: history, documents, operations, and specialized services.

MKT 113 Money and Banking   Credit Hours: 5
Prerequisite: Program admission

Emphasizes the relevance of monetary instruments, intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include: history and evolution of financial institutions; monetary instruments and flow; and central banking, operation, and policies.

MKT 114 Financial Business Machines   Credit Hours: 3
Prerequisite: MAT 111

Emphasizes basic use of the calculator, teller terminal, proof machine, and financial computer. Topics include: introduction to types of equipment, calculators, teller machines, proof machines, and financial computers.

MKT 115 Financial Management   Credit Hours: 4
Prerequisites: ACT 101, MAT 111

Provides knowledge and applications in the management of personal and consumer finance. Topics include: record keeping, budgeting, credit principles, investment principles, and forecasting.

MKT 122 Merchandising Management   Credit Hours: 5
Prerequisite: Program admission

Develops skills for the potential entrepreneur to effectively merchandise and manage a business. Topics include, but are not limited to: principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, and types of discounts.

MKT 123 Small Business Management   Credit Hours: 8
Prerequisites: ACC 101, ENG 111, MAT 111

Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include: management principles, marketing functions, financial applications, and the trend toward growing entrepreneurial potential.

MKT 125 Retail Operations Management   Credit Hours: 7
Prerequisite: Program admission

Emphasizes planning, organizing, and managing of retail firms. Topics include: organizational development, strategic and short-term planning and organization, human resource management, inventory controls, analysis of profit and loss statements and balance sheets, and entrepreneurship.

MKT 130 Marketing Administration O.B.I. I   Credit Hours: 3
Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, a required weekly seminar, and required practicum or on-the-job training.

MKT 131 Marketing Administration O.B.I. II   Credit Hours: 3
Prerequisite/Corequisite: MKT 130

Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, a required weekly seminar, and required practicum or on-the-job training.

NPT 112 Medical Surgical I Practicum   Credit Hours: 8
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NSG 112

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, a deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, gastrointestinal systems and associated illness; pharmacology; nursing procedures/techniques, and utilizing the nursing process.

NPT 113 Medical Surgical II Practicum   **Credit Hours: 8**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NSG 113

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: musculoskeletal, neurological, integumentary, and sensory systems, mental health and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process.

NPT 214 Maternal - Child Nursing Practicum   **Credit Hours: 5**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NPT 215; NSG 214; NSG 215

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: the reproductive system, obstetrics, maternal/child and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process.

NPT 215 Nursing Leadership Practicum   **Credit Hours: 3**
Prerequisites: AHS 102; NPT 112; NPT 113; NSG 112; NSG 113
Corequisites: NPT 214; NSG 214; NSG 215

Builds on the concepts presented in Nursing Process I - II and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

NSG 111 Nursing Fundamentals   **Credit Hours: 12**
Prerequisites: AHS 101; ENG 101; MAT 101; PSY 101

An introduction to the nursing process. Topics include: ethics and law, professional orientation, community health, infection control, patient care, application of therapeutic procedures and treatment, first aid, CPR, geriatrics, oncology, and utilizing the nursing process.

NSG 112 Medical Surgical Nursing I   **Credit Hours: 9**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NPT 112, AHS 150

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: cardiovascular, respiratory, integumentary, urinary, and gastrointestinal systems and associated illness; pharmacology; nursing procedures/techniques; and utilizing the nursing process.

NSG 113 Medical Surgical Nursing II   **Credit Hours: 9**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NPT 113, AHS 150

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: musculoskeletal, neurological, endocrine, and sensory systems; mental health and associated illness; pharmacology; nursing procedures/techniques; and utilizing the nursing process.

NSG 214 Maternal - Child Nursing   **Credit Hours: 10**
Prerequisites: AHS 102; AHS 103; NSG 111; AHS 150
Corequisites: NPT 214; NPT 215; NSG 215

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: the reproductive system; obstetrics; maternal/child and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process.

NSG 215 Nursing Leadership   **Credit Hours: 2**
Prerequisites: NPT 112; NPT 113; NSG 112; NSG 113
Corequisites: NPT 214; NPT 215; NSG 214

Builds on the concepts presented in Nursing Process I - II and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

**PSY 100 Interpersonal Relations and Professional
Development**   **Credit Hours: 3**

Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: personal skills required for understanding the self and others; projecting a professional image; job acquisition skills such as conducting a job search, interviewing techniques, job application, and resume preparation; desirable job performance skills; and desirable attitudes necessary for job retention and advancement.

PSY 101 Psychology   **Credit Hours: 5**
Prerequisite: Provisional admission

Emphasizes the basics of human psychology and individual and group behavior. Topics include: social environments, career development, communications and group processes, case problems and typical relationships.

PSY 191 Introductory Psychology   **Credit Hours: 5**
Prerequisite: Program Admission

Emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

RDG 095 Developmental Reading I   **Credit Hours: 5 IC**
Prerequisite: Placement by diagnostic testing

Provides instruction for the development of reading readiness with emphasis on primary and practical reading skills for the adult learner. Topics include: phonics, structural analysis, basic sight words, sentence meaning, and survival reading.

RDG 096 Developmental Reading II   **Credit Hours: 5 IC**
Prerequisite: RDG 095 or placement by diagnostic testing

Emphasizes the strengthening of fundamental reading competencies. Topics include: vocabulary development, comprehension skills, study skills, and occupational/survival reading.

RDG 097 Developmental Reading III   Credit Hours: 5 IC
Prerequisite: RDG 096 or placement by diagnostic testing

Emphasizes basic vocabulary and comprehension skills development. Topics include: vocabulary development, comprehension skills development, study skills, test-taking techniques, and occupational reading.

RDG 098 Developmental Reading IV   Credit Hours: 5 IC
Prerequisite: RDG 097 or placement by diagnostic testing

Provides instruction in vocabulary and comprehension skills with emphasis on occupational applications. Topics include: vocabulary development, comprehension skills development, critical reading skills, and study skills.

SPC 191 Fundamentals of Speech   Credit Hours: 5
Prerequisite: ENG 098 or placement by diagnostic testing and RDG 098 or
             placement by diagnostic testing

Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others.

WLD 100 Introduction to Welding Technology   Credit Hours: 6
Prerequisite: Provisional admission

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety practices; hand tool and power machine operations; measurement; laboratory procedures; introduction to codes and standards; welding career potentials and certification eligibility; basic electricity and power sources; and metals characteristics, preparation, and testing procedures. Laboratory demonstrations parallel class work.

WLD 101 Oxyfuel Cutting   Credit Hours: 4
Prerequisite/Corequisite: WLD 100

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of oxyfuel cutting torch and flame cutting apparatus, metal heating and cutting techniques, cutting with manual and automatic cutting machines, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 102 Oxyacetylene Welding   Credit Hours: 1
Prerequisite/Corequisite: WLD 100

Introduces the fundamental theory, safety practices, equipment and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; safety procedures and practices; proper use of gas cylinders, regulators, torches, tips and other oxyacetylene welding apparatus; welding without filler rods; running beads with filler rods; joint design and making butt; lap, and open butt joints; and brazing and soldering. Practice in the laboratory is provided.

WLD 103 Blueprint Reading I   Credit Hours: 3
Prerequisite/Corequisite: MAT 100

Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines, sketches, basic views, joint design, and detail and assembly prints.

WLD 104 Shielded Metal Arc Welding I   **Credit Hours: 6**
Prerequisite/Corequisite: WLD 100

Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; SMAW theory; basic electrical principles; introduction to SMAW machines; equipment setup; identification and selections of low hydrogen, mild steel, and other common electrodes; joint design; selection and preparation of materials; and production of beads and joints in the flat position.

WLD 105 Shielded Metal Arc Welding II   **Credit Hours: 6**
Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; horizontal joints; and uses of low hydrogen, mild steel, and other common electrodes in horizontal position welding.

WLD 106 Shielded Metal Arc Welding III   **Credit Hours: 6**
Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal are welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student process toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; vertical joints; and applications of low hydrogen, mild steel, and other common electrodes in vertical position welding.

WLD 107 Shielded Metal Arc Welding IV   **Credit Hours: 6**
Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; overhead joints; and applications of low hydrogen, mild steel, and other common electrodes in overhead position welding.

WLD 108 Blueprint Reading II   **Credit Hours: 3**
Prerequisite: WLD 103

Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: weld symbols and abbreviations; basic joints for weldment fabrications; fillet welds; groove welds; back or baking and melt-thru welds; plug and slot welds; surfacing welds; flash welds and upset welds; and flange, spot, projection and seam welds.

WLD 109 Gas Metal Arc Welding (GMAW/MIG)   Credit Hours: 6
Prerequisite: WLD 100

Provides knowledge of theory, safety practices, equipment, and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices, GMAW theory, machines, and setup; wire specifications; joint design; shielding gases; and production of GMAW beads, bead patterns, and joints in all positions.

WLD 110 Gas Tungsten Arc Welding (GTAW/TIG)   Credit Hours: 4
Prerequisite: WLD 100

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: safety and health practices; metals weldable using GTAW; shielding gases; metal cleaning procedures; GTAW machines and equipment set-up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints in all positions.

WLD 112 Preparation for industrial Qualification   Credit Hours: 4
Prerequisite: WLD 101; WLD 102; WLD 105; WLD 106; WLD 107; WLD 108; WLD 109; WLD 110

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: qualification test methods and procedures, codes and standards, fillet and groove weld test specimens, and national industrial student preparation for qualification and job entry.

WLD 133 Metal Welding and Cutting Techniques   Credit Hours: 6
Prerequisite: Provisional admission

Provides instruction in the fundamental use of the electric arc welder and the oxy-acetylene cutting outfit. Emphasis is placed on safe setup and use of equipment. Topics include: safety practices, arc welding equipment and setup, oxyfuel welding, flame cutting equipment and setup, and welding and cutting procedures.

ADMINISTRATIVE STAFF

OFFICE OF THE PRESIDENT

President...Ray Brooks
Administrative Assistant... Gail Cordell
Director of Institutional Research and Planning .... Christine Dodd

INSTRUCTIONAL SERVICES

Vice President, Instructional Services.. Daryl Gilley
Director, Community Education ....Lisa Crisson
Director, Library Services .... Michael Miller
Secretary, Community Education ....Elda Van Fossen

STUDENT DEVELOPMENT SERVICES

Vice President, Student Development Services ....Jeannette Bechert
Director, Counseling and Assessment...LaJuana Alexander
Director, Adult Literacy .... Sherry Riley
Director, Financial Aid .... Jonothan Looney
Director, Job Placement...Sheryl Bruce
Computer Systems Manager ....John Bryson
Registrar ....Greg Cross
    Admissions Officer.. Brenda Arnold
    Coordinator, New Connections ....Beverly Harris
    Coordinator, JTPA...vacant
    Counselor, JTPA .... Stella Raymer
Counselor, GED .... Carol Shoemaker
Counselor, Sex Equity...Mary Ann McMahan
Remediation Instructor ....Jim Sprayberry
Remediation Instructor ....Becky Hatcher
Secretary, Vice President Student Services .... Carolyn Solmon
Secretary, Adult Literacy ....Connie Potts
Secretary, Financial Aid...Vickie Skates
Secretary, Job Placement .... Debbie Lowrance
Secretary, JTPA... Judy Veal
Secretary, Registrar Assistant ....vacant

BUSINESS AND INDUSTRY SERVICES

Vice President, Business and Industry Services.............................Jim Key
Secretary, Business and Industry Services .... Kim Purcell

ADMINISTRATIVE SERVICES

Vice President, Administrative Services....................................... Jeff King
Accountant... Wanda Moore-Moon
Accounting Technician ....Tammy Wright
Accounting Technician .... Myra Purcell
Purchasing Technician ....Becky Mullinax
Maintenance ....Barry Smith
Maintenance .... Jim Williams

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