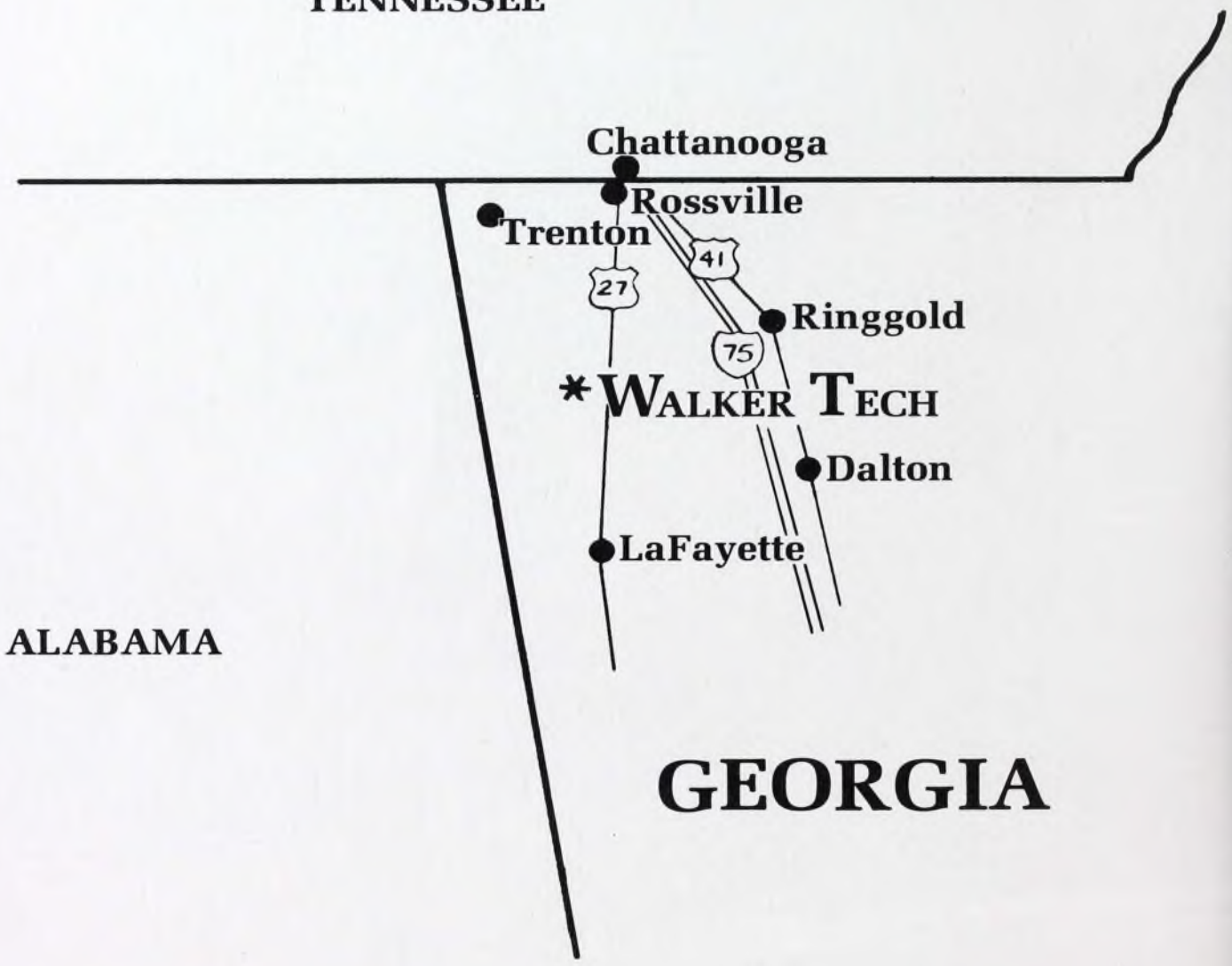
Vol VII

Walker Area Technical School

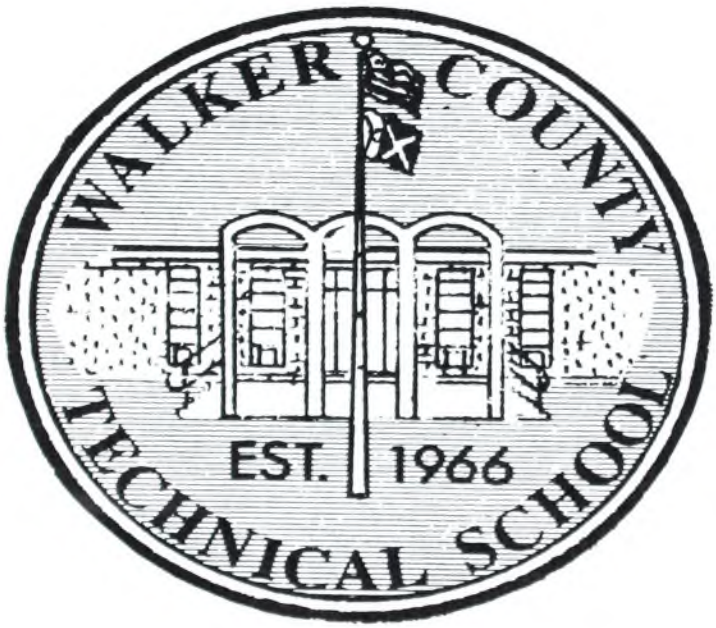
BULLETIN



Walker Area Technical School does not discriminate on the basis of race, color, religion, age, sex, handicap or national origin, in its educational programs, activities or employment practices.

Walker Area Technical School

Established 1966



Bulletin Volume VII
1986-88

ROCK SPRING, GEORGIA 30739

(404) 764-1016 ***(615) 756-1286***

Walker Area Technical School

OPERATED UNDER THE SUPERVISION OF

THE GEORGIA BOARD OF

POSTSECONDARY VOCATIONAL EDUCATION

AND THE

WALKER COUNTY BOARD OF EDUCATION

ACCREDITED BY

THE SOUTHERN ASSOCIATION OF SCHOOLS AND COLLEGES

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GENERAL INFORMATION

COURSE OFFERINGS

Philosophy and Purpose

The staff of the Walker County Area Vocational-Technical School believes that it is the responsibility of the institution to provide vocational-technical training as warranted by individual preference and job demand by supplying the necessary facilities and instruction. It is the function of the postsecondary institution to provide a realistic program of occupational education and training that will meet the needs of both industry and community. Its further responsibility is to make this education and training available to all persons who want it, need it, and can profit from it.

In all of its philosophies, concepts, and functions, the Walker County Area Vocational-Technical School reflects the worth of the individual and the need of the individual and industry. This philosophy includes a dedication to a quality program of instruction that recognizes the importance of technical knowledge, plus the development of skills and constructive habits and attitudes.

Vocational-Technical education must be people oriented—designed to meet the ever-changing needs of citizens and industry. In addition to skill development, training must provide a means for the student to become a more complete person as well as to shape socioeconomic attitudes along with job-work attitudes.

The purpose of Walker Tech is to train students for employment while developing in each individual a potential for growth and change.

The general objectives of Walker County Technical School are as follows:

1. To assist all individuals 16 years of age or older, regardless of sex, race, or handicap in discovering their vocational potentialities.
2. To prepare individuals for entry level employment in the world of work.
3. To provide personal counseling service, including employability skills, placement, evaluation, and follow-up.
4. To provide supplementary training and/or upgrading of workers currently employed in existing and/or changing jobs.
5. To provide technical knowledge for each student in his or her chosen field.

6. To provide training relevant to the needs of business and industry in the area.
7. To assist in developing each student's oral and written communication and math skills.
8. To provide consumer education for students who need it and can benefit from it.
9. To promote the acceptance of responsibility and the development of pride in one's work.
10. To provide instruction so that a student may progress to his or her maximum capability.
11. To provide basic education for undereducated adults.
12. To provide special services and assistance for disadvantaged and/or handicapped students.

School Facility and Equipment

The Walker County Technical School, serving four counties, is a part of the public school system of Georgia and Walker County. The building is of functional and flexible design and is one of the finest and best equipped schools in the state of Georgia.

The school contains 60,000 square feet of floor space to provide facilities for thirteen different course offerings. School personnel, with the cooperation of technical advisory committees, evaluate each training program to insure that the latest techniques and latest equipment will be used for up-to-date training.

Faculty

Each instructor is a highly qualified specialist in his or her field. In addition, he or she by professional preparation, is a state certified teacher. This means that an instructor must have worked a minimum of two years in the field that is taught. The instructor must also meet other special requirements set forth by the Board for Postsecondary Vocational Education of the State of Georgia.

The School Year

The school year at Walker County Area Technical School is divided into four quarters. Normally, students may enter school at the beginning of any new school quarter.

Students at Walker Tech observe the following holidays: Labor Day, Thanksgiving, Christmas, Easter, and Independence Day. Additionally, the school is closed for a two-week period in late June or early July for summer vacation.

Day Classes

Full-time day classes are six hours in length. Students spend approximately one-half day in the classroom for related subject matter and theory; the other half of the day is spent in the laboratory for practical application.

Part-Time Day Classes

Many courses at Walker Tech are available part-time during the day. Students may attend from five to twenty hours a week. Flex-time scheduling is available for part-time day classes.

Evening Classes

Evening classes are held from 6:30 p.m. to 10:30 p.m., Monday through Thursday night. The following evening classes are offered: Electronics Technology, Machine Tool, Heating and Air Conditioning, Automobile Mechanics, Welding, Industrial Electrical Maintenance, Blueprint Reading, GED Preparation, Business Education, Data Processing, Basic Programming and Word Processing.

Extended Day Classes

Full-time classes in Data Processing, and Welding meet from 3:30 p.m. to 10:30 p.m., Monday through Thursday. Flex-time scheduling is available for students whose hours of employment prohibit regular scheduling.

Accreditation

Walker Tech is fully accredited by the Commission on Occupational Education of the Southern Association of Colleges and Schools.

Student Activities

Walker Tech offers a variety of student activities. The school has an active student council elected by the student body.

Adult General Education

Academic instruction is offered both on and off campus for adults. There are two divisions:

1. Adult and Continuing Education is designed to help those with less than an eighth grade education. Emphasis is on reading, math, and language skills.
2. GED preparation provides study in the five areas of the high school equivalency examination.

General Education Development Test Program

Walker Tech has been designated as the GED test center for Northwest Georgia. By passing the GED, it is possible to obtain a high school equivalency certificate in lieu of the high school diploma.

Courses in GED preparation are offered in both the day and evening division.

Students who have not finished high school and who enter an occupational program are encouraged to try to obtain the high school diploma by the time they finish their occupational training.

GOAL Program

The Georgia Occupational Award for Leadership is sponsored jointly at the state level by the Georgia Department of Education and the Georgia Chamber of Commerce. At the local level the program is sponsored by the LaFayette Chamber of Commerce and Walker County Technical School. The purpose of the program is to give proper recognition to the dignity and importance of Vocational 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 Tech in the state contest. The winner of the state contest wins a new automobile.

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

Grading System

The following grading system is used at Walker Tech:

93-100	A — Excellent	A = 4 quality points
85-92	B — Good	B = 3 quality points
77-84	C — Average	C = 2 quality points
70-76	D — Below Average	D = 1 quality point

Director's and Merit List

At the end of each quarter, students who compile an average of 3.8 to 4.0, with 4.0 being an all "A" average, are placed on the Director's List. To qualify for the Merit List, one must have an average of 3.50 to 3.79.

Career Development Center

The purpose of the Career Development Center is to assist individuals in making vocational decisions. Evaluation is a personal assessment of one's capabilities by utilizing work sampling, counseling and testing. Each individual participates in a comprehensive evaluation so that he or she can better choose an occupation or area of training that is consistent with his or her capabilities.

In Work Sampling, "Hands On" activities are the focus of attention. Through the utilization of a work sample evaluation system, the Career Development Center staff provides the student with an opportunity to perform actual work in the investigation of the occupational areas. The individual becomes familiar with the tools and terminology associated with each occupational area and thus enhances his or her opportunity to choose or enter a suitable and rewarding occupation.

Counseling sessions are provided on a scheduled but informal basis. These counseling sessions provide the student with information concerning job opportunities, training availability, and general attitude adjustment.

Tests and questionnaires are administered to each individual and help indicate levels of interest, achievement, aptitude and dexterity. These inventories are not pass-fail tests; there is no student competition. The results of these inventories are used as a measuring device to aid in helping the individual formulate an Educational-Occupational Goal for himself.

For admission to the Center, call or come by to see the Coordinator of Student Personnel at Walker County Area Technical School. The only requirement is that you must be sixteen years old. There is no cost for the evaluation or basic skills classes.

The length of evaluation varies with each person. Evaluations are scheduled five days a week between the hours of 8:30 a.m. and 3:30 p.m.

National Vocational Technical Honor Society

Students who maintain an average of 3.5 for a minimum of two consecutive quarters and who are of high moral character will be eligible for membership in the National Vocational Technical Honor Society. The purpose of this organization is to recognize outstanding postsecondary vocational-technical school students.

Driver Education

The Driver Education program is open to anyone 15 years of age or older. The purpose is to give the non-driver an opportunity to learn the skills, rules and techniques required to drive a car properly. The course consists of 30 hours of classroom instruction, eight hours on the driving range, and three hours of behind-the-wheel instruction.

Cost

The cost of attending Walker Tech is among the lowest in the State due to the availability of State and Federal Funding. Information concerning costs may be obtained by contacting the school, or by referring to the brochure on the program of your choice.

ALL FEES MUST BE PAID BEFORE A STUDENT IS FULLY ENROLLED.

Financial Aid

Veterans Financial Assistance

Walker County Area Technical School is approved for VA benefits by the State Department of Veterans Services for training under Public Law 89-358 (Cold War G.I. Bill) and Public Law 840734 (War Orphans Act).

Vocational Rehabilitation

Qualified students may receive assistance while attending Walker Tech. Contact your local Vocational Rehabilitation Counselor for additional information.

Georgia Incentive Scholarship

This program is sponsored by the Georgia Higher Education Assistance Authority. This grant provides an eligible student from $50 to $150 per quarter to attend Walker Tech. Applications are available in the Financial Aid Office.

Authority Direct Student Loans

(HEALTH OCCUPATIONS ONLY)

This loan may be borrowed up to a maximum $1500 per academic year. The loan may either be repaid or may be deleted by a year's service to an institution that is approved by the Commission.

Pell Grant

The Pell Grant, formerly Basic Educational Opportunity Grant, is a program administered by the U.S. Office of Education and is available to high school graduates who enroll at Walker Tech. This grant is based on financial need and is

used to defray the cost of attending school. Students interested in this grant should contact their high school counselor or Walker Tech for additional information. Applications are available in the Financial Aid Office. The applications must be mailed to the processor, and processing takes from four to six weeks. This program is funded for fall, winter, spring, and summer quarters. Applications must be submitted annually on a fiscal year basis in order to determine eligibility.

Guaranteed Student Loans

The Guaranteed Student Loan is a low interest loan made to the student or by a lender such as a bank, or savings and loan association. After the student leaves school, the loan must be repaid.

JTPA

The Job Training Partnership Act JTPA offers programs for individuals who are economically disadvantaged, unskilled, dislocated from former jobs, or have other serious barriers to employment. The purpose of these programs is to allow a person the opportunity to receive training so that he/she can find employment.

Work Scholarships

Students who demonstrate need may work to pay their school expenses. Work assignments will be assigned by Walker Tech staff, and students will be compensated at the minimum wage rate.

Walker Tech Merit Scholarships

Walker Tech offers a limited number of scholarships to outstanding high school graduates. To qualify for these scholarships, students must have a good high school record and be recommended by their high school staff.

High School Seniors

High school seniors in certain instances may attend Walker Tech part or all of the day, and receive his/her credit toward graduating. Contact your guidance counselor or Walker Tech for more information.

Admission Requirements

Age

A minimum age of 16 is required for all courses except Practical Nursing. The minimum age for Practical Nursing is 17½.

Education

A sound educational background is a basic part of the preparation needed by students who plan to enter Walker Tech. To be admitted as a regular student, the applicant must possess a high school diploma or GED diploma. A student with less than a high school diploma will be admitted as a provisional student, provided he works toward obtaining his equivalency diploma while enrolled.

Interview

An interview with the Coordinator of Student Personnel is held with each applicant to assist the student in making a wise decision in his or her choice of study.

Health

All applicants must possess the minimum physical and mental standards necessary to carry out all requirements of the occupation for which he or she is preparing.

Admission Policies

1. All applicants for full-time classes must file an application for admission, pay the registration fee, take a placement test, and appear for a personal interview with the Coordinator of Student Personnel.
2. Applicants must apply specifically for day, evening, or extended day classes. Applications will be processed only for one course—the course that is listed first on the application. It is the responsibility of the applicant to notify the school if he or she desires to change his or her application from day to evening classes, or vice versa.
3. Filing an application for admission does not mean that an applicant will be accepted into a program. The applicant must complete all admission procedures and take the necessary steps to insure that his or her application remains in the active file.
4. Those students who voluntarily drop out and those who are terminated must reapply for admission.
5. All applications for day classes must be approved by the Coordinator of Student Personnel. All applications for evening and extended day classes must be approved by the Coordinator of Evening Instruction. Any inquiries concerning admissions should be directed to these coordinators.
6. The applicant must meet minimum prerequisites for reading comprehension, computational skills and physical abilities established for the program to be entered.

7. Any individual desiring to enter a particular program, who does not meet minimum entrance requirements established for that program, may be provisionally accepted for future enrollment pending the attainment of those minimum standards.
8. Any individual who does not meet minimum standards for entry into a particular course or program will be considered as a student with special needs. Such students may be enrolled in the school but not in a program for which he or she cannot qualify.

Counseling

The school has a complete guidance and counseling program designed to assist each student in fulfilling his or her goals.

Job Placement

The school employs a full-time Job Placement Coordinator whose primary objective is to place satisfactory students on jobs for which they have been trained. The placement service of the school maintains continuous contact with the employers, both locally and statewide, and with the state employment office, to assist students with employment opportunities available.

Refund Policy

1. Pre-registered students may receive a full refund of all tuition paid, provided they cancel prior to registration.
2. Within fourteen (14) consecutive calendar days, including holidays, following the beginning date for any quarter, 75% of the tuition paid will be refunded.
3. After fourteen (14) consecutive calendar days, including holidays, following the beginning date for any quarter, there will be no refund.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 sets requirements designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Directory information will be treated as public information. Directory information includes: the student's name; address; telephone number; date and place of birth; course of study; dates of attendance; and honors and awards.

Any student who does not wish directory information disclosed must file a written request.

Questions concerning the Family Education Rights and Privacy Act may be referred to the Student Personnel Office.

Cooperative Associate Degree Program With Truett-McConnell College

Associate in Applied Science Joint Program With Truett-McConnell College

Walker Area Technical School has a cooperative agreement with Truett-McConnell College to offer an Associate in Applied Science Degree in the following programs: Accounting, Data Processing, Drafting, Electronics and Retail Marketing. To qualify for the Associate Degree, students must complete all requirements for the instructional program at Walker Tech in addition to 35 quarter hours of liberal arts courses offered by Truett-McConnell College.

For additional information about the joint program, contact the Coordinator of Student Personnel Services at Walker Area Technical School.

Title VI and Title IX Compliance

Walker Area Technical School is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Walker Area Technical School does not discriminate on the basis of race, color, religion, age, sex, handicap or national origin, in its educational programs, activities or employment practices.

COURSE OFFERINGS

Accounting

Background Information

The Walker Tech Accounting Department offers the student three options:
(1) An Associate Degree in Accounting
(2) A Diploma in Accounting
(3) Certificate in Bookkeeping
(Option available at evening school)

The accounting programs are designed to develop an understanding of the principles of accounting. The accounting program provides the student with an inside look into the business environment.

Since computers are increasing in the business world, the students are required to take a course in Computerized Accounting, including an introduction to VISICALC.

Employment Opportunities

The employment of accountants is expected to grow faster than the average for all occupations through the mid-1990's.

Walker Tech accounting graduates have found employment in the following companies and organizations:

State of Georgia, Roper Corporation, Pro Ad, Corley Manufacturing, First Federal, Synthetic Industries, and Northwest Georgia Bank.

LENGTH OF COURSE: Associate Degree — Seven Quarters
Diploma — Four Quarters (One Year)
Certificate — Four Quarters (One Year)

ENTRANCE DATES: Fall Quarter
Spring Quarter
(For Associate Degree and Diploma)
Each Quarter — Bookkeeping

ACCOUNTING ASSOCIATE DEGREE PROGRAM

LENGTH OF COURSE: Seven Quarters

	Quarter Hours Credit
ACC 101 — Accounting I	10
ACC 102 — Accounting II	10
ACC 103 — Accounting III	10
ACC 104 — Payroll Accounting	5
DPM 105 — Computerized Accounting	10
ACC 109 — Simulation I	5
ACC 106 — Simulation II	5
ACC 108 — Income Tax	5
ACC 207 — Advanced Income Tax	5
DPM 101 — Basic I	5
MA 122 — Business Math II	5
ACC 208 — Business Law	5
ACC 112 — Business English I	5
ACC 201 — Intermediate Accounting I	10
ACC 202 — Intermediate Accounting II	10
ACC 203 — Intermediate Accounting III	10
ACC 204 — Cost Accounting	10
ACC 205 — Auditing	10
MA 125 — Algebra	5
ACC 206 — Personal Finance	5
ENG 101 — English	5
HE 101 — Health	5
PS 101 — Political Science	5
SP 105 — Speech	5
HIS 201 — History	5
REL 101 or 102 — Religion	5
PSY 210 — Psychology	5
OJT 150 — On-The-Job Training	25
Typing Proficiency Test for I & II	

ACCOUNTING DIPLOMA PROGRAM

LENGTH OF COURSE: Four Quarters

	Quarter Hours Credit
ACC 101 — Accounting I	10
ACC 102 — Accounting II	10
ACC 103 — Accounting III	10
ACC 104 — Payroll Accounting	5

DPM 105 — Computerized Accounting	10
ACC 109 — Simulation I	5
ACC 106 — Simulation II	5
ACC 108 — Income Tax	5
DPM 101 — Basic I	5
DPM 109 — Word Processing I	10
BUS 101A — Typing I	5
BUS 101B — Typing II	5
MA 113 — Business Math I	5
MA 122 — Business Math II	5
ACC 208 — Business Law	5
ACC 112 — Business English I	5
ACC 113 — Business English II	5
ACC 206 — Personal Finance	5
OJT 150 — On-The-Job Training	30

BOOKKEEPING CERTIFICATE

	Quarter Hours Credit
BK 101 — Bookkeeping I	5
BK 102 — Bookkeeping II	5
BK 103 — Bookkeeping III	5
BK 104 — Bookkeeping IV	5

ACCOUNTING

Course Description

ACC 101 ACCOUNTING I is an introduction to the fundamental principles and procedures of accounting for a sole proprietorship, including a study of journals, ledgers, working papers, accounting statements, controlling accounts, and accounting systems.

ACC 102 ACCOUNTING II is a continuation of Accounting I presenting the basic concepts of financial accounting and special procedures related to partnerships and corporations.

ACC 103 ACCOUNTING III is a continuation of Accounting II with emphasis on the preparation of financial statements, financial analysis, control accounting and decision-making.

ACC 104 PAYROLL ACCOUNTING is a study of the basic payroll accounting systems and procedures while introducing the student to the various local, state, and federal laws that affect payroll operations and employment practices.

DPM 105 COMPUTERIZED ACCOUNTING is a course in which the student will gain experience in performing computer accounting functions in general ledger, inventory, payroll, taxes, trial balance and periodic reports.

ACC 106 SIMULATION II is a simulated office utilizing task-type activities to blend together two or more subject areas into a realistic activity reflecting actual office tasks.

ACC 109 SIMULATION I is a simulated office utilizing position-type arrangements where each student has an opportunity to fill various accounting positions within a company, bringing all his/her skills and knowledge to bear upon these positions.

ACC 108 INCOME TAX is an introductory course designed to acquaint the student with the United States and Georgia income tax laws for individuals.

ACC 207 ADVANCED INCOME TAX is a continuation of Income Tax. It acquaints the student with partnerships, corporations, depreciation, and other federal taxes.

ACC 201 INTERMEDIATE ACCOUNTING I is a study of accounting theory, and financial statements.

ACC 202 INTERMEDIATE ACCOUNTING II is a continuation of Intermediate Accounting I with emphasis on accounting theory and financial statements.

ACC 203 INTERMEDIATE ACCOUNTING III is a continuation of accounting theory and financial statements.

ACC 204 COST ACCOUNTING is a study of the manufacturing cost system including job order cost, process cost, joint products, and by-products cost systems.

ACC 205 AUDITING is a study of the standards of conducting an audit, including the generally accepted auditing standards, statistical sampling, and audit reports.

DPM 101 BASIC I is a course in which the student will gain experience in performing laboratory experiences in system operations, basic commands, program structure, and microcomputer concepts. As a result of these varied experiences, students will have a greater knowledge of microcomputers and will be prepared for Advanced Basic.

BUS 101A TYPEWRITING I is a beginning course for the student. The keyboard is introduced and drilled while the basic theory of typewriting is taught and reinforced.

BUS 101B TYPEWRITING II is designed to increase the student's proficiency in typing with emphasis on numerical copy and various forms and financial statements used in the business office.

MA 113 BUSINESS MATH I is an introduction to the fundamentals needed by a student to develop workable knowledge of mathematical computations for business applications.

MA 122 BUSINESS MATH II is a course that consists of an introduction to algebra, calculating cash and trade discounts, selling goods, and inventory valuations.

ACC 208 BUSINESS LAW is a study of the basic business laws consisting of negotiable instruments, contracts, personal property, and the Uniform Commercial Code.

DPM 109 WORD PROCESSING I is designed to familiarize the student with general computer concepts and the basic principles that govern the operation of any word processing system. The student will gain experience in performing word processing functions such as automatic centering, text deletion, text insertion, decimal tabs, editing defined portions of text, moving text, pagination, headers and footers, hyphenation, advanced printing codes, disk operations, global search and replace, column layouts, and automatic merging of variable with standard material to help make document and repetitive letter production easier.

ACC 112 BUSINESS ENGLISH I is a basic English course, primarily dealing with dictionary usage, spelling and parts of speech. Those grammar rules that have direct application to business will be emphasized.

ACC 113 BUSINESS ENGLISH II continues the study of basic English, primarily dealing with sentence structure, punctuation, and business vocabulary.

MA 125 ALGEBRA seeks to expand the student's analytical thought processes through an increased awareness of algebraic principles as applied to the area of study.

ACC 206 PERSONAL FINANCE is a study of the theoretical basis in decision making.

ENG 101 COMPOSITION offers a brief grammar and usage review and gives the student experience in writing the basic expository essay. The course will include instruction in the different patterns of prose, together with classroom work and individual conferences directed toward the improvement of the student's composition skills.

HE 101 HEALTH EDUCATION. Personal and community health problems are studied with emphasis on health problems of the individual student. Factors affecting mental health are also considered.

HIS 201 AMERICAN HISTORY I. The development of the American nation from the age of discovery to 1865.

PS 101 AMERICAN GOVERNMENT. Provides a survey of federal, state and local government in the United States with special reference to the National Constitution and to contemporary problems in government.

PSY 210 INTRODUCTION TO PSYCHOLOGY. An introduction to the principles and methods of psychology including animal and human learning, motivation, perception, physiology, personality, and abnormal and social behavior.

REL 101 INTRO. TO THE OLD TESTAMENT. A critical introduction to the literature, history and religion of Israel, with attention to the Pentateuch, prophets, and writing of the Old Testament.

REL 102 INTRO. TO THE NEW TESTAMENT. A survey of the literature, history, and faith of the New Testament. Study will concentrate on the Gospels, Pauline letters, and other general writings of first-century Christians.

SP 105 INTRO. TO PUBLIC SPEAKING covers the basic elements of speech, voice, language, bodily action, speech content, speech goals and audience analysis. Students will apply theory in formal public speaking.

BK 101 BOOKKEEPING I is an introduction to the accounting cycle for a service business organized as a sole proprietorship. Reconciliation of bank statements is also covered.

BK 102 BOOKKEEPING II is a continuation of Bookkeeping I with emphasis on the accounting cycle of a merchandising business organized as a partnership.

BK 103 BOOKKEEPING III is a continuation of Bookkeeping II with emphasis on the accounting cycle of a merchandising business organized as a corporation. An introduction to automated data processing and payroll systems is covered.

BK 104 BOOKKEEPING IV is a continuation of Bookkeeping III with emphasis on uncollectible accounts, plant assets and depreciation, and notes and interest. Voucher, petty cash, and inventory accounting control systems are also covered.

Auto Body and Fender Repair

Background Information

Thousands of motor vehicles are damaged in traffic accidents every day. Although some are wrecked, most can be made to look and drive like new. Automotive body repairers straighten bent frames, remove dents, and replace crumpled parts that are beyond repair. Body repair work has variety and challenge—each damaged vehicle presents a different problem.

Employment Opportunities

Employment of automotive body repairers is expected to increase through the mid-1990's, as more motor vehicles are damaged in accidents as the number of motor vehicles grows. The automotive repair business is not very sensitive to changes in economic conditions, and experienced body repairers are rarely laid off.

LENGTH OF COURSE: One Year
ENTRANCE DATES: Quarterly

AUTO BODY COURSE OUTLINE

	Quarter Hours Credit
CF 101 — Consumer Finance	5
ABR 101 — Welding, Cutting, & Brazing	5
ABR 102 — Basic Metal Repair	15
ABR 103 — Basic Refinishing	5
MA 101 — Applied Basic Math	5

ABR 104 — Replacement Hardware	10
ABR 105 — Metal Repair II	10
ABR 106 — Refinishing II	5
CS 101 — Comm. Skills	5
ABR 107 — Glass Replacement	5
ABR 108 — Metal Repair III	10
ABR 109 — Refinishing III	10
ABR 110 — Damage Estimating	5
ABR 111 — Major Metal Work	15
ABR 112 — Refinishing IV	10

AUTO BODY AND FENDER REPAIR

Course Description

ABR 101 WELDING, CUTTING AND BRAZING is designed to teach oxy-acetylene welding, cutting, heating, brazing and mig-welding of thin metals.

ABR 102 BASIC METAL REPAIR is designed to teach the student the use of special tools such as dollies, hammers, files, air sanders and pneumatic jacks and tools. Also, the student learns to repair minor dents.

ABR 103 BASIC REFINISHING is designed to teach the student the proper use and maintenance of spray equipment, safety and preparation make-up of base coats.

ABR 104 REPLACING HARDWARE is designed to teach the student the types of retainers such as bolt-on, snap-on, and adhesive types. Also, door handles, mirrors, grilles and bumpers.

ABR 105 METAL REPAIR II is designed to teach the student body and frame construction, how metal is formed to provide strength, and principles of measurement.

ABR 106 REFINISHING II is designed to teach the student refinishing material. Proper spraying practices and methods for spot and all-over paint jobs.

ABR 107 GLASS REPLACEMENT is designed to teach the student how to install stationary windows, ventilator glass and movable windows.

ABR 108 METAL REPAIR III is designed to teach the student preparation of the metal for the painter, shrinking stretched metal, and repairing large dents.

ABR 109 REFINISHING III is designed to teach the student paint and body shop layout, proper equipment to use, application of top coats, personal safety items, special top coats, metallic matching, and clear top coats.

ABR 110 DAMAGE ESTIMATING is designed to teach the student typical repairs, replacement versus repair, extent of the damage and availability of parts, responsibility for payment, use of flat rate and parts manuals.

ABR 111 MAJOR METAL WORK is designed to study frame and unitized underbody misalignment, approach to collision jobs, and repairing major damage.

ABR 112 REFINISHING IV introduces practices and problems, manufacturing warnings and government regulations, color and texture matching, and good housekeeping.

Automotive Mechanics

Background Information

Automotive mechanics is a pre-employment course designed to prepare the student for employment at entry level in the repair and maintenance of automobiles and light trucks. The program of instruction consists of theory and practice and in the disassembly, assembly, and diagnoses of malfunctions in the various types of engines, carburetors, fuel pumps, generators, alternators, starters, ignition systems, clutches, transmissions, rear axles, front ends, and power and hydraulic brakes.

AUTOMOBILE MECHANICS

Required Tool Set

1. ¼" Drive Socket Set - 3/16" thru ½" and 5mm thru 12mm
2. One ⅜" Drive Socket Set, to include ⅜" thru ¾", and 66mm thru 19mm sockets
3. ⅜" Drive Ratchet
4. 2" and 6" ⅜" Drive Extensions
5. ⅝" Spark Plug Socket ⅜" Drive
6. ⅜" Universal Joint
7. ½" Drive Socket set ½" thru 1" and 12mm thru 25mm
8. ½" Drive Ratchet
9. ½" Drive Pull Handle
10. 3" and 6" ½" Drive Extension

11. One set of Combination Wrenches 5/16" thru 7/8"
12. One set of Combination Wrenches 8mm thru 22mm
13. One pair of Needle Nose Pliers 6"
14. One pair of Slip Joint Pliers 8"
15. One pair of Vise Grip Pliers 8"
16. One 8" Adjustable Wrench
17. One 16 oz. Ball Peen Hammer
18. One Punch and Chisel Set, 5 Piece
19. One set of Allen Wrenches
20. 2 Flat Tip Screw Drivers 3/16" and 5/16" Tip
21. 2 Phillips Head Screw Drivers - #1 and #2
22. One Feeler Gauge .002" to .025"
23. Gasket Scraper
24. 6" Steel Rule
25. Steel Tool Box approximately 20" x 9½" w/Lift-Out Tray

Employment Opportunities

Job opportunities in automotive mechanics are expected to be plentiful for persons who complete training programs at technical schools. Employment of Automotive Mechanics is expected to increase faster than the average for all occupations through the mid-1990's. The number of mechanics is expected to increase because expansion of the driving age population and rising consumer purchasing power will increase the number of motor vehicles on the road. The growing complexity of automotive technology, particularly the use of electronics, increasingly necessitates that cars and trucks be serviced by professionals, contributing to growth in demand for automotive mechanics.

LENGTH OF COURSE: One Year
ENTRANCE DATES: Quarterly

AUTO-MECHANICS COURSE OUTLINE

	Quarter Hours Credit
AMCH 101 — Automotive Engines	15
AMCH 102 — Automotive Brakes	10
CS 101 — Communication Skills	5
AMCH 103 — Power Train	25
CF 101 — Consumer Finance	5
AMCH 104 — Fuel & Ignition	20
AMCH 105 — Starting & Charging	10
MA 101 — Mathematics	5
AMCH 106 — Front End Alignment & Wheel Balancing	10
AMCH 107 — Auto Air Conditioning	15

AUTOMOTIVE MECHANICS

Course Description

AMCH 101 AUTOMOTIVE ENGINES presents the basic fundamentals of internal combustion engines. The course consists of engine principles and construction, engine overhaul, and troubleshooting.

AMCH 102 AUTOMOTIVE BRAKES gives the student an understanding of fundamentals of brakes, making him/her thoroughly familiar with automobile brakes systems and enabling him/her to perform complete brake system overhauls.

AMCH 103 POWER TRAIN presents the basic fundamentals of the automobile gear trains. Power train is a presentation of troubleshooting, removal, repair, and replacement of transmissions (automatic and manual), propeller shafts, clutch assemblies, and differentials.

AMCH 104 FUEL AND IGNITION presents the basic fundamentals of the automobile fuel and ignition system. Also, the service and repair of computerized fuel and ignition systems such as Ford's E.E.C. and General Motors' C.C.C., Dual Cross Fire Injection, and Throttle Body Injection Systems are included. Carburetor servicing, engine tune-up procedures and system troubleshooting is stressed. Students are trained in the use of engine diagnostic equipment to enhance their diagnostic abilities.

AMCH 105 STARTING AND CHARGING SYSTEMS presents the basic fundamentals of electricity as they apply to the automotive starting and charging system. Diagnosis and service of the automotive electrical system, using the latest diagnostic equipment, is stressed.

AMCH 106 FRONT END ALIGNMENT. The student is trained in all areas of front end service work and wheel balancing. Inspecting suspension systems, replacing defective components and aligning front suspension and steering systems is stressed. Students are trained with the aid of conventional and computerized alignment and wheel balancing equipment.

AMCH 107 AUTOMOTIVE AIR CONDITIONING is designed to familiarize the student with the basic fundamentals of air conditioning. Specific attention will be devoted to the various components in the air-conditioning system, their function, installation and repair.

Cosmetology

Background Information

Cosmetologists shampoo, cut, and style hair, and advise patrons on how to care for their hair. Frequently they straighten or permanent wave a patron's hair to keep the style in shape. Cosmetologists may give manicures and scalp and facial treatments and provide makeup analysis. Upon satisfactory completion of the course, the student is eligible to take the Cosmetology State Board Examination.

Employment Opportunities

Job openings for Cosmetologists are expected to be plentiful through the mid-1990's. Most openings will result from the need to replace the large number of workers who leave the occupation each year. Some of the shops in which Walker Tech graduates have found employment include the following: Felicia's Hair Salon, Trenton, Ga.; The Hair Den, Trenton, Ga.; Hair Dimensions, LaFayette, Ga.; Hair Encounters, LaFayette, Ga.; The Hair Place, Fort Oglethorpe, Ga.; and New Images, Chickamauga, Ga.

LENGTH OF COURSE: Five Quarters
ENTRANCE DATES: Quarterly

COSMETOLOGY COURSE OUTLINE

	Quarter Hours Credit
COS 101 — Customer Relations	5
COS 102 — Skin Care and Makeup	5
COS 103 — Manicuring	5
COS 104 — Hair Care	5
COS 105 — Hair Design	5
COS 106 — Hair Shaping	5
COS 107 — Chemical Relaxing and Waving	5
COS 108 — Hair Color and Lightening	5
COS 109 — Cosmetology Lab	15
MA 101 — Basic Math	5
COS 110 — Salon Management	5
COS 111 — Anatomy and Physiology	5
COS 112 — Cosmetology Lab	10
CF 101 — Consumer Finance	5
COS 115 — Preparation for State Board	5
COS 113 — Cosmetology Lab	20
CS 101 — Communication Skills	5
COS 116 — Preparation for State Board	5
COS 114 — Cosmetology Lab	30

COSMETOLOGY

Course Description

COS 101 CUSTOMER RELATIONS is a course designed to teach the student the importance of good ethics in relation to his/her employers, patrons, and co-workers.

COS 102 SKIN CARE AND MAKE-UP. In this course, the student learns proper skin care and make-up techniques.

COS 103 MANICURING. This course teaches the student how to give manicures and detect and remedy nail disorders. Types of instruments used in manicuring are also covered by instruction.

COS 104 HAIR CARE. The purpose of this course is to teach the student proper care of the hair.

COS 105 HAIR DESIGN. Styling techniques, rollers, clips, heat rollers, blow drying, sculpting hair. This course consists of styling techniques which include rollers, clips, heat rollers, blow drying and hair sculpturing.

COS 106 HAIR SHAPING. This course includes proper use of instruments to shape hair and instruction in techniques to shape hair.

COS 107 CHEMICAL RELAXING AND WAVING. In this course, the chemical components of relaxers and permanents are studied.

COS 108 HAIR COLOR AND LIGHTENING. This course is designed to teach the student techniques used in hair coloring, types of hair coloring, procedures used in coloring hair and how to lighten hair, retouch already lightened hair and to streak and frost hair.

COS 109, 112, 113, 114 COSMETOLOGY LABORATORY. This course is designed to give the student as much practical experience as possible. The objective is to get the student's performance as near that of a practicing Cosmetologist as possible.

COS 110 SALON MANAGEMENT. This course presents information necessary for the successful operation of an individually owned business.

COS 111 ANATOMY AND PHYSIOLOGY. This course is designed to teach the student the concepts behind cells, tissues, organs, and systems and how they relate to Cosmetology procedures.

COS 116 PREPARATION FOR STATE BOARD. The purpose of this course is to review the necessary material in order for the student to pass the State Board examination.

Data Processing

Background Information

The Walker Tech Data Processing Department offers the student two options:
(1) An Associate Degree in applied science in Data Processing—a seven quarter college program.
(2) A Diploma program in Data Processing—a four quarter program leading to a Walker Tech Diploma.

Students enrolled in the Associate Degree and Diploma programs, gain hands-on experience on the key-to-diskette machine and the computer and its peripherals. They learn the three most widely used computer languages in this area—BASIC, COBOL, and RPG. Graduates of these programs are qualified for positions as data entry operators, computer operators or computer programmers.

ENTRANCE DATES

Entrance dates for day classes are the beginning of the fall quarter and the beginning of the spring quarter. Entrance dates for evening classes are the beginning of the fall, winter, spring, and summer quarters.

Employment Opportunities

According to projections by the United States Department of Labor, the outlook for Data Processing graduates is excellent.

Walker Tech's Data Processing graduates have found employment with Roper Corporation, Olan Mills Inc., Conquest Carpet, Skyland International, TVA, Synthetic Industries, Salem Carpet, Tri-County Hospital, Volunteer State Life

Insurance, Cohutta Bank, Southeast Federal, Blue Cross-Blue Shield, Accountant's Computer Service, Pioneer Bank, Chattanooga Glass, Crystal Springs Print Works, World Carpet, TAG Distributors, and American National Bank.

LENGTH OF COURSE: Associate Degree — Seven Quarters
Diploma — Four Quarters

DATA PROCESSING ASSOCIATE DEGREE PROGRAM

LENGTH OF COURSE: Seven Quarters

	Quarter Hours Credit
DPT 111 — Introduction to Data Processing	10
BUS 101, 102, 103 — Typewriting I, II or III	5
MA 122 — Business Math II	5
DPT 123 — Computer Operations	5
DPT 112 — Data Entry	5
ACC 101A — Accounting I	5
ACC 101B — Accounting II	5
DPM 101 — Basic Programming I	5
DPM 102 — Basic Programming II	5
DPM 107 — Fortran	5
CS 102 — Technical Report Writing	5
DPT 144 — RPG I	10
DPT 145 — RPG II	15
DPT 146 — COBOL I	10
DPT 147 — COBOL II	15
DPT 148 — COBOL III	15
DPT 161 — Systems Analysis I	5
DPT 162 — Systems Analysis II	5
MA 125 — Algebra	5
ENG 101 — English	5
HE 101 — Health	5
HIS 201 — History	5
PS 101 — Political Science	5
PSY 210 — Psychology	5
REL 102 — Religion	5
SP 105 — Speech	5

DATA PROCESSING DIPLOMA PROGRAM

LENGTH OF COURSE: Four Quarters

	Quarter Hours Credit
ACC 101A — Accounting I	5
ACC 101B — Accounting II	5
DPM 101 — Basic Programming I	5
MA 113 — Business Math I	5
MA 122 — Business Math II	5
DPT 146 — COBOL I	10
DPT 147 — COBOL II	15
DPT 148 — COBOL III	15
DPT 123 — Computer Operations	5

DPT 112 — Data Entry	5
DPT 111 — Introduction to Data Processing	10
DPT 144 — RPG I	10
DPT 145 — RPG II	15
CS 102 — Technical Report Writing	5
BUS 101 — Typewriting I	5
BUS 102 — Typewriting II	5
BUS 103 — Typewriting III	5

DATA PROCESSING

Course Description

ACC 101A ACCOUNTING I is an introductory course on the principles and practices of accounting. It consists of the accounting process, double entry framework, journalizing transactions, posting to the ledger, the trial balance, the financial statements, cash receipts and disbursements, banking procedures, payroll accounting, and accounting for personal service enterprise.

ACC 101B ACCOUNTING II is a continuation of ACC 101A including accounting for purchases of merchandise, accounting for sales of merchandise, accrual accounting applied to a small business, the periodic summary, and adjusting and closing accounts.

BUS 101 TYPING I is a beginning course for the student. The keyboard is introduced and drilled while the basic theory of typewriting is taught and reinforced. Special attention is devoted to the learning of proper techniques.

BUS 102 TYPING II. This course develops the advancement of correct techniques, all forms of business correspondence, intricate tabulation, rough drafts, and manuscripts.

BUS 103 TYPING III. The student learns to type various forms and letters that are used in a medical, legal, accounting, and sales office.

CS 102 TECHNICAL REPORT WRITING. Principles and forms of writing are presented. Emphasis is on occupational writing demands.

DPM 101 BASIC PROGRAMMING I. Designed to familiarize the student with the fundamental concepts in BASIC programming. The student will gain experience in performing laboratory experiences in system operations, basic commands, program structure, and microcomputer.

DPM 102 BASIC PROGRAMMING II. This is a continuation of DPM 101. File processing, character manipulation, multi-dimensional arrays, debugging, graphics, sub-routines, menus, and modular programming are experienced through many programming assignments.

DPM 107 FORTRAN. This course is designed to familiarize the student with the fundamental concepts in FORTRAN programming. The student will gain experience in performing laboratory experiences in system operations, basic editing features, program structure, and microcomputer concepts. As a result of these varied experiences, students will acquire a working knowledge of the programming language FORTRAN.

DPT 111 INTRODUCTION TO DATA PROCESSING. This is a general overview of the field of data processing. It includes how computers function and how computers are used in all aspects of business.

DPT 112 DATA ENTRY. The student will develop job entry skills in key-to-diskette equipment operation and in CRT terminal operation.

DPT 123 COMPUTER OPERATIONS. This course is designed to give the student the basic skills necessary to operate the processor, diskette reader, disk drive console display, CRT terminals, and line printer.

DPT 144 RPG I. Writing programs in RPG language and applying the language to business problems are included in this course. All programs are compiled and tested for errors on the computer. It includes arithmetic operations, comparing, control breaks/fetch overflow, field record relations, multiple record types/look ahead, and exception output.

DPT 145 RPG II. This is a continuation of DPT 144 including, array processing, table lookup, matching records, sequential disk demand files, indexed sequential access method and additional RPG statements.

DPT 146 COBOL I. Writing programs in COBOL language and applying the language to business problems are included in this course. All programs are compiled and tested for errors on the computer. It includes structured design, input/output operations, arithmetic operations, and comparing.

DPT 147 COBOL II. A continuation of DPT 146 including data editing and nested if statements, control breaks, multiple level control breaks, table processing, sorting external tables, additional COBOL statements, designing of good programs, and sequential field processing/data editing.

DPT 148 COBOL III. A continuation of DPT 147 including sequential file updating, indexed sequential access method, and indexed sequential access method—random updating.

DPT 161 SYSTEMS ANALYSIS I. DPT 161 and DPT 162 together provide the student with an understanding of the duties of the systems analyst and with an understanding of the specific methods and techniques for conducting a systems project—from the preliminary investigation of the project through the systems implementation and evaluation.

DPT 162 SYSTEMS ANALYSIS II. This is a continuation of DPT 161. (See DPT 161).

ENG 101 COMPOSITION. English 101 offers a brief grammar and usage review and gives the student experience in writing the basic expository essay. The course will include instruction in the different patterns of prose, together with classroom work and individual conferences directed toward the improvement of the student's composition skills.

HE 101 HEALTH EDUCATION. Personal and community health problems are studied with emphasis on health problems of the individual student. Factors affecting mental health are also considered.

HIS 201 AMERICAN HISTORY I. The development of the American nation from the age of discovery to 1865.

MA 101 BUSINESS MATH I includes decimals, fractions, percents, and weights and measures (includes metrics).

MA 113 BUSINESS MATH II includes interest, discounts, markup, profit and loss, time payment plans, short-term loans, cost of goods sold, inventory valuation, depreciation, essential algebraic operations, annuities, and extinction of debt.

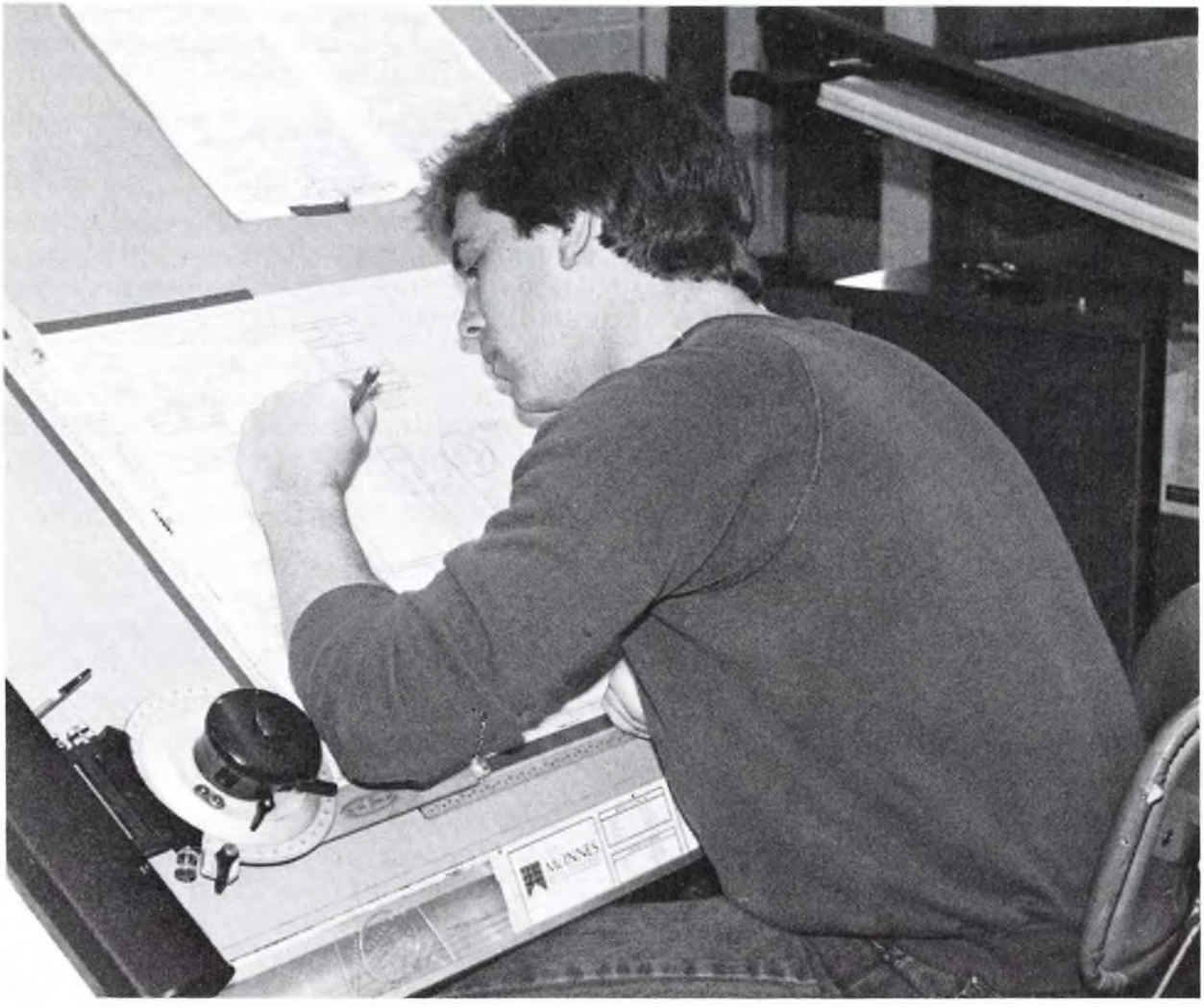
MA 125 ALGEBRA. This course covers operations with signed numbers, operations with algebraic expressions, multiplication and division of polynomials, equations, products, factoring, quadratic equations, algebraic fractions, and fractional equations.

PS 101 AMERICAN GOVERNMENT. Provides a survey of federal, state and local government in the United States with special reference to the National Constitution and to contemporary problems in government.

PSY 210 INTRODUCTION TO PSYCHOLOGY. An introduction to the principles and methods of psychology, including animal and human learning, motivation, perception, physiology, personality, and abnormal and social behavior.

REL 102 INTRODUCTION TO THE NEW TESTAMENT. A survey of the literature, history, and faith of the New Testament. Study will concentrate on the Gospels, Pauline letters, and other general writings of first-century Christians.

SP 105 INTRODUCTION TO PUBLIC SPEAKING. This course covers the basic elements of speech, voice, language, bodily action, speech content, speech goals and audience analysis. Students will apply theory in formal public speaking.



Drafting and Design Technology

Background Information

Engineering drawing is a graphic language that expresses and conveys ideas of shape, size and construction in all phases of industrial and engineering work. Consequently, drafters translate the ideas, rough sketches, specifications and calculations of engineers into work plans which are used by skilled craftsmen in making a product.

Students in drafting have two options: An Associate Degree program or a Diploma program. Both programs are seven quarters in length.

Employment Opportunities

Employment opportunities for drafters are expected to be favorable in the next decade. Walker Tech drafting graduates have found employment with the following firms: City of LaFayette, Otting International, Walker County Property Records Office, Corley Manufacturing, Concrete Forms, Chattanooga Boiler and Tank, Hensley-Schmidt, Combustion Engineering, TVA, U.S. Pipe, and others.

LENGTH OF COURSE: Seven Quarters
ENTRANCE DATES: Quarterly

DRAFTING AND DESIGN ASSOCIATE DEGREE PROGRAM

	Quarter Hours Credit
DDT 101 — Engineering Drawing I	20
MA 114 — Applied Geometry	5
CF 101 — Consumer Finance	5
DDT 102 — Engineering Drawing II	20
MA 125 — Applied Algebra	5
CS 101 — Communication Skills	5
DDT 103 — Engineering Drawing III	25
MA 135 — Applied Trigonometry	5
DDT 201 — Structural Steel	20
CS 102 — Technical Report Writing	5
DDT 202 — Engineering Design I	20
DDT 203 — Engineering Design II	10
DDT 205 — Engineering Design III	20
DDT 206 — Basic Elementary Surveying	5
MA 258 — Strength of Materials	5
DDT 207 — Computer Aided Drafting	30
ELED 101 — Basic Electronics	5
ENG 101 — English	5
HE 101 — Health	5
PS 101 — Political Science	5
SP 105 — Speech	5
HIS 201 — History	5
PSY 210 — Psychology	5
REL 102 — Religion	5

DRAFTING AND DESIGN DIPLOMA PROGRAM

	Quarter Hours Credit
DDT 101 — Engineering Drawing I	20
MA 114 — Applied Geometry	5
CF 101 — Consumer Finance	5
DDT 102 — Engineering Drawing II	20
MA 125 — Applied Algebra	5
CS 101 — Communication Skills	5
DDT 103 — Engineering Drawing III	25
MA 135 — Applied Trigonometry	5
DDT 201 — Structural Steel	20
CS 102 — Technical Report Writing	5
DDT 202 — Engineering Design I	20
DDT 203 — Engineering Design II	10
DDT 205 — Engineering Design III	20
DDT 206 — Basic Elementary Surveying	5
MA 258 — Strength of Materials	5
DDT 207 — Computer Aided Drafting	30
ELED 101 — Basic Electronics	5

DRAFTING AND DESIGN

Course Description

DDT 101 ENGINEERING DRAWING I (BASIC DRAWING) is an elementary course designed for the student with little or no experience in drafting. The

student will be introduced into the field of graphic representation. Emphasis is placed on correct line work, geometrical construction and lettering.

DDT 102 ENGINEERING DRAWING II (BASIC DRAWING) is a continuation of DDT 101. The student gains further skills in methods of graphic representation and a better working knowledge of standards used in industry. Primary emphasis is placed on multiview projection, sectioning primary and secondary auxiliary views, and lettering.

DDT 103 ENGINEERING DRAWING III (BASIC DRAWING) is a continuation of DDT 102. The student gains better working knowledge of revolutions, axonometric projection and basic dimensioning.

DDT 201 STRUCTURAL STEEL DETAILING I is a study of basic structural steel detailing. The student gains experience in detailing beams, columns, and bracing. The AISC Handbook and Smoley's Handbook are used extensively.

DDT 202 ENGINEERING DESIGN I (BASIC DESIGN) is a study involving basic general design and working drawings.

DDT 203 ENGINEERING DESIGN II (ARCHITECTURAL) is a continuation of DDT 202 with emphasis on architectural drafting.

DDT 205 ENGINEERING DESIGN III (SCHEMATICS) introduces the schematical phase of drafting which includes piping and electrical schematics. The student also is introduced to intersection and development.

DDT 206 BASIC ELEMENTARY SURVEYING is a course which includes survey theory, leveling, taping, precision, and checks.

DDT 207 COMPUTER-AIDED DRAFTING. This course is designed to teach students how to perform drawings by using a computer-aided drafting system instead of the traditional tools of a drafter.

MA 114 APPLIED GEOMETRY is a course which begins with a review of ratio and proportion and other basic topics as needed before beginning geometry as such. Geometry covered includes congruent and similar triangles, angles, parallel lines, construction techniques, perimeters, areas, and volumes. Theorem applications are discussed without proofs. Applications are taken with the drafting student in mind.

MA 125 APPLIED COLLEGE ALGEBRA includes the number system, polynomials, algebraic fractions, exponents, and radicals, equations of linear and quadratic, inequalities, functions and relations, and determinants.

MA 135 APPLIED COLLEGE TRIGONOMETRY is a study of trigonometric functions, graphs of trigonometric functions, solution and applications of right triangles, identities, inverse functions, general triangle, complex numbers, logarithms, vectors, and conic sections.

CF 101 CONSUMER FINANCE is a course designed to help the student become a better consumer. Budgeting, credit, and taxes are included in the course.

CS 101 COMMUNICATION SKILLS is designed to help the student learn employability skills. Completing job applications, interviewing, and resume writing are included in the course.

CS 102 TECHNICAL REPORT WRITING. Principles and forms of writing are presented. Emphasis is on occupational writing demands.

MA 258 ELEMENTARY STATICS AND STRENGTH OF MATERIALS is a course which covers stresses, strains, pressure in pipes, riveted joints, centroids, and moments. Required of Drafting students.

ELED 101 BASIC ELECTRONICS. Presents an introduction to the basic principles of electronics.

Electronic Technology

Background Information

The student who successfully completes the electronic technician course will have demonstrated a proficiency in applying procedures, engineering mathematics, and related subjects to layout, build, test, troubleshoot, repair, and modify production equipment.

The electronic technician will be able to install, test, calibrate and operate electronic devices and equipment. The technician will be required to apply all of the principles of alternating and direct current; to locate and identify component parts by referring to associated circuit diagrams; and to troubleshoot and make temporary and permanent repairs of the malfunctioning equipment.

The electronic technician must be experienced in recognizing the applicability of electronic test equipment; must be able to interpret and record test data; and must be able to relay facts and concepts mathematically, graphically and orally. The individual may be required to work singly or in support of engineering and scientific personnel.

Students will receive a diploma in Electronics Technology from Walker Tech and also may earn an Associate Degree in Applied Technology from Truett McConnell College while attending Walker Tech.

Employment Outlook

Employment of Electronic Technicians is expected to increase much faster than the average for all occupations through the mid-1990's due to increased demand for computers communications equipment, military electronics, and electronic consumer goods. More technicians will be needed to help develop,

produce, and service these products. Some of the companies that Walker Tech's Electronics graduates have found employment with are the following: A & A Business Machines, Bigelow Sanford, Chattanooga Cable TV Company, Chattanooga Corporation, CES (Computer Entry Systems), Erlanger Hospital, GTE (General Telephone and Electric), G. E. Medical, Intergraph, Lanier, L & N (Leeds and Northrop), Monroe Systems for Business, Muller, NCR (National Cash Register), Olan Mills, Radio Shack, Riddle Inc., Roper Corporation, Sperry, Synthetic Industries, Tappan, Technical Maintenance, Telex Computer Products, TVA (Tennessee Valley Authority), Tri-County Hospital, Walker County Telephone Company, West Point Pepperell, Wheland Foundry, and Xerox.

LENGTH OF COURSE: Eight Quarters (Two Years)
ENTRANCE DATES: Fall and Spring

ELECTRONIC TECHNOLOGY DIPLOMA PROGRAM

First Quarter	*Quarter Hours Credit*
MA 125 — Algebra	5
ELE 102 — DC Circuits I	10
ELE 103 — DC Circuits II	10
Second Quarter	
MA 135 — Trigonometry	5
ELE 104 — AC Circuits I	10
ELE 105 — AC Circuits II	5
ELE 106 — Semiconductor Devices I	5
Third Quarter	
DPM 101 — Basic	5
ELE 107 — Semiconductor Devices II	10
ELE 108 — Electronic Circuits I	10
Fourth Quarter	
CS 102 — Technical Report Writing	5
ELE 109 — Electronic Circuits II	10
ELE 110 — Electronic Circuits III	10
Fifth Quarter	
ELE 201 — Introduction to Computers	10
ELE 202 — Computers II	15
Sixth Quarter	
ELE 203 — Introduction to Microprocessors	10
ELE 204 — Microprocessors II	15
Seventh Quarter	
ELE 212 — Z-80 Assembly Language Programming	5
ELE 214 — Programmable Controllers	15
ELE 216A — Computer Servicing — Fundamentals I	5

Eighth Quarter

ELE 216B — Computer Servicing — Fundamentals II	5
ELE 217 — Computer Servicing — Peripherals	10
ELE 218 — Computer Servicing — Maintenance	10

ELECTRONIC TECHNOLOGY ASSOCIATE DEGREE PROGRAM

First Quarter	*Quarter Hours Credit*
ENG 101 — English	5
MA 125 — Algebra	5
ELE 102 — DC Circuits I	10
ELE 103 — DC Circuits II	10

Second Quarter

HE 101 — Health	5
MA 135 — Trigonometry	5
ELE 104 — AC Circuits I	10
ELE 105 — AC Circuits II	5
ELE 106 — Semiconductor Devices I	5

Third Quarter

PS 101 — Political Science	5
DPM 101 — Basic	5
ELE 107 — Semiconductor Devices II	10
ELE 108 — Electronic Circuits I	10

Fourth Quarter

SP 105 — Speech	5
CS 102 — Technical Report Writing	5
ELE 109 — Electronic Circuits II	10
ELE 110 — Electronic Circuits III	10

Fifth Quarter

HIS 101 — American History Before 1865	5
ELE 201 — Introduction to Computers	10
ELE 202 — Computers II	15

Sixth Quarter

PSY 210 — Psychology	5
ELE 203 — Introduction to Microprocessors	10
ELE 204 — Microprocessors II	15

Seventh Quarter

REL 102 — Religion	5
ELE 212 — Z-80 Assembly Language Programming	5
ELE 214 — Programmable Controllers	15
ELE 216A — Computer Servicing/Fundamentals I	5

Eighth Quarter

ELE 216B — Computer Servicing/Fundamentals II	5
ELE 217 — Computer Servicing/Peripherals	10
ELE 218 — Computer Servicing/Maintenance	10

No OJT. The order of the Truett McConnell courses will vary.

ELECTRONIC TECHNOLOGY

Course Description

MA 125 APPLIED COLLEGE ALGEBRA seeks to expand the student's analytical thought processes through an increased awareness of algebraic principles as applied to the area of study. *Prerequisites:* Satisfactory score on entrance exam or instructor approval.

ELE 102 DC CIRCUITS I seeks to familiarize the student with shop safety and introduce some of the basic hand tools, parts, and equipment used in electronics. The student will learn the fundamentals of wire preparation, soldering and desoldering practices. The student will demonstrate a working knowledge of the basic physical theories that underlie the study of electricity, specifically voltage, current, resistance, and power. *Prerequisites:* None.

ELE 103 DC CIRCUITS II is designed to familiarize the student with voltage dividers and current dividers, network theorems, meters, and magnetism. The student will also become familiar with characteristics that make up alternating voltage and current, such as frequency, wavelength, phase, period, waveshape, and the measurement of ac. *Prerequisite:* ELE 102.

MA 135 APPLIED COLLEGE TRIGONOMETRY is designed to supply the information and necessary practice for a working knowledge of trigonometry. Since a working knowledge of this subject is the aim, applications are emphasized. *Prerequisites:* MA 125 or instructor approval.

ELE 104 AC CIRCUITS I is designed to present the characteristics of inductance and capacitance in DC and AC circuits. The student will study the effects of inductors and capacitors in series, parallel, and series-parallel configurations. *Prerequisites:* ELE 102 and ELE 103.

ELE 105 AC CIRCUITS II is designed to present the effects of resistors, capacitors, and inductors all combined in series and parallel configurations. The characteristics of series and parallel resonant circuits with their applicability to filter circuits. *Prerequisites:* ELE 102 through ELE 104.

ELE 106 ELECTRONIC DEVICES I is designed to familiarize the student with some of the basic fundamentals that underlie semiconductor materials, basic diodes and zener diodes, and special purpose diodes. *Prerequisites:* ELE 102 through ELE 105.

DPM 101 BASIC is designed to familiarize the student with the fundamental concepts in BASIC programming. The student will gain experience in performing laboratory experiences in system operations, basic commands, program structure, and microcomputer concepts. *Prerequisites:* None.

ELE 107 ELECTRONIC DEVICES II is designed to familiarize the student with some of the basic fundamentals of transistors, field effect transistors, unijunction transistors (UJTs), silicon controlled rectifiers (SCRs) and optoelectronic devices. *Prerequisites:* ELE 102 through ELE 106.

ELE 108 ELECTRONIC CIRCUITS I enables the student to identify basic transistor amplifier circuits, describe their operation and list the characteristics of each. The student will be able to describe direct current amplifiers, audio amplifiers, video amplifiers, and radio frequency amplifiers, including their application in practical electronic systems. *Prerequisites:* ELE 102 through ELE 107.

ELE 109 ELECTRONIC CIRCUITS II is organized so that the student will be able to explain the operation of differential amplifiers, comparators, summing and difference amplifiers, and active filter circuits. The student will be able to analyze and design simple inverting and noninverting amplifiers that use operational amplifiers. The student will be able to identify and explain the operation of power supply rectifiers, filters, and regulation circuits. The student will be able to discuss the basic principles of commonly used LC, RC, and crystal oscillators. *Prerequisites:* ELE 102 through ELE 108.

ELE 110 ELECTRONIC CIRCUITS II is designed so that the student will be able to explain the operation of pulse shapers, multivibrators, the Schmitt trigger, and ramp generators. The student will be able to explain amplitude and frequency modulation, the heterodyne principle, and modulation and detection circuits. *Prerequisites:* ELE 102 through ELE 109.

CS 102 TECHNICAL REPORT WRITING. Principles and forms of writing are presented. Emphasis is on occupational writing demands.

ELE 201 INTRODUCTION TO COMPUTERS is a study of numbering systems, semiconductor devices for digital circuits, digital logic circuits, and combinational logic circuits. *Prerequisites:* All 100 course numbers and ELE 201.

ELE 202 COMPUTERS II, a continuation of Introduction to Computers, is a study of boolean algebra, counters, shift registers, and combinational logic circuits. *Prerequisites:* All 100 course numbers and ELE 201.

ELE 203 INTRODUCTION TO MICROPROCESSORS is a study of numbering systems, microcomputer basics, computer arithmetic, and an introduction to programming. *Prerequisites:* All 100 course numbers, ELE 201 and ELE 202.

ELE 204 MICROPROCESSORS II, a continuation of introduction to microprocessors, is a study of the 6800 microprocessor and interfacing it with input and output devices. *Prerequisites:* All 100 course numbers, ELE 201 through ELE 203.

ELE 212 Z-80 ASSEMBLY LANGUAGE PROGRAMMING introduces the student to the instruction set and the internal organization of the Z-80 microprocessor. The student will be able to write programs in assembly language, assemble them on the Model III Radio Shack computer, and remove any syntax errors. *Prerequisites:* All 100 course numbers, and ELE 201 through ELE 204.

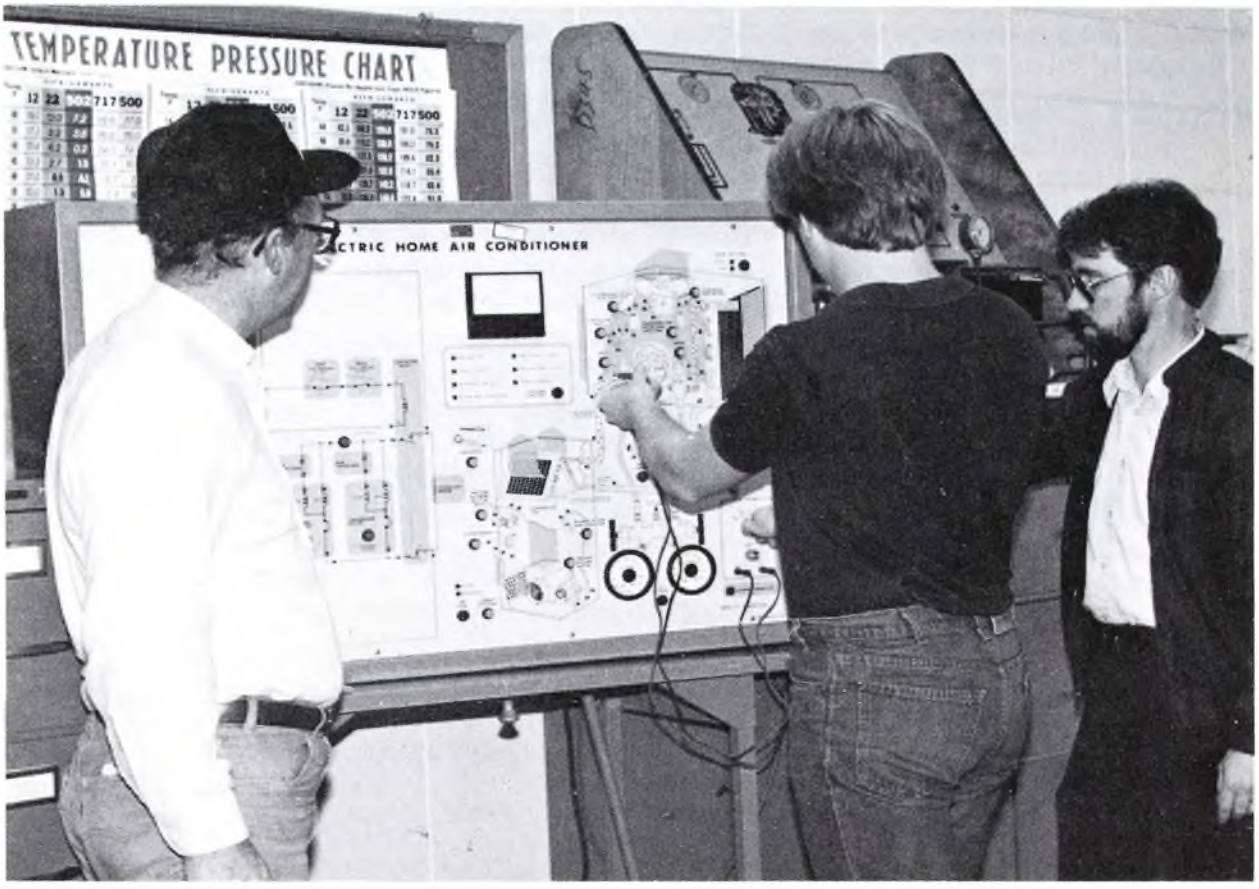
ELE 214 PROGRAMMABLE CONTROLLERS enables the student to read and draw ladder diagrams, and properly program them on the Modicon 484 and the Allen-Bradley PLC 2/15 programmable controllers. The student will also be able to program the programmable controllers to include timers, counters, sequencer, and arithmetic operations (add, subtract, multiply, and divide). *Prerequisites:* All 100 course numbers, and ELE 201 through ELE 204.

ELE 216A AND 216B COMPUTER SERVICING/FUNDAMENTALS introduces the student to modern computer technology with an emphasis on the microcomputer. Acquaint the student with semiconductor memory, input/output

(I/O) circuits, and how these various parts are interconnected or interfaced to each other. *Prerequisites:* All 100 course numbers, and ELE 201 through ELE 202.

ELE 217 COMPUTER SERVICING/PERIPHERALS explains the purpose, capabilities, and fundamental operation of peripheral devices as well as how they are interfaced to a mini or microcomputer. In addition, various input/output (I/O) standards used within and between computers and their peripherals are defined. Control and data flow of electronic and electromechanical devices are also discussed. *Prerequisites:* All 100 course numbers, ELE 201, ELE 202, ELE 216A, and ELE 216B.

ELE 218 COMPUTER SERVICING/MAINTENANCE prepares the student for a career in computer repair and servicing with this overall approach to learning how to troubleshoot computer systems. Standard digital troubleshooting techniques are reviewed and professional computer problem-solving methods are demonstrated in hands-on experiments. *Prerequisites:* All 100 course numbers, ELE 201, ELE 202, ELE 216A, ELE 216B, and ELE 217.



Heating and Air Conditioning

Background Information

Upon completing the heating and air conditioning program, the student will be able to find employment as an entry level mechanic in the heating, air conditioning and refrigeration field. Students learn how to maintain, repair and install heating, air conditioning and refrigeration equipment.

ENTRANCE DATES: Quarterly
LENGTH OF COURSE: One Year

Employment Opportunities

Employment of Air Conditioning, Refrigeration and Heating Mechanics is expected to increase faster than the average for all occupations through the mid-1990's. Employment will increase as more homes and commercial and industrial buildings are constructed. Because people and businesses depend on their air conditioning, heating, and refrigeration systems, the need for mechanics to do maintenance work is relatively strong even during economic downturns.

Some graduates of Heating and Air Conditioning have found employment with the following firms and companies: Chattanooga Choo Choo, Dependable Heating and Air Conditioning, The Walker County Board of Education, Bob Clingan Heating and Air Conditioning Company, Red Food Stores and Williams Heating and Air Conditioning Company.

HEATING AND AIR CONDITIONING COURSE OUTLINE

	Quarter Hours Credit
RHAE 101 — DC Elect. Theory	5
RHAE 102 — Electric Motors and Controls	10
RHAE 103 — Transistor Elect.	5
RHAE 104 — Circuit Analysis Troubleshooting	5
MA 115 — Related Math	5
RHAE 105 — Basic Refrigeration	10
RHAE 106 — Principles and Pract. of Refrigeration	10
RHAE 107 — Cycle Components	10
RHAE 108 — AC Elect. Theory	5
RHAE 109 — Gas Heating	10
RHAE 110 — Piping and Venting	7
CS 101 — Communication Skills	5
RHAE 111 — Applied Electricity	3
CF 101 — Consumer Finance	5
RHAE 112 — Commercial Refrigeration	5
RHAE 113 — Residential Air Conditioning	5
RHAE 114 — Air Conditioning System Repair	10
RHAE 115 — Heat Pumps	10
OJT 150 — On-the-Job Training	30

HEATING AND AIR CONDITIONING

Course Description

RHAE 105 BASIC REFRIGERATION covers theory of mechanical refrigeration operation including the refrigeration cycle, as well as the refrigeration controls, accessories, and devices used on residential air conditioners.

RHAE 106 PRINCIPLES AND PRACTICES OF REFRIGERATION consists primarily of laboratory experiences using related materials and testing devices necessary for the construction, installation, and testing of mechanical refrigeration systems as applied to air conditioning.

RHAE 107 CYCLE COMPONENTS includes the study of the different types of evaporators, condensers, compressors, and metering devices found on residential air conditioners.

RHAE 111 APPLIED ELECTRICITY covers the fundamentals of electricity that will enable the student to have an understanding of the nature, uses and control of electricity in the residential heating and air-conditioning fields. Laboratory experiences with testing devices, hand power tools, wire splicing and soldering techniques are also a major part of this course.

RHAE 102 ELECTRIC MOTORS AND CONTROLS allows the student to develop knowledge about the basic electrical fundamentals relative to the diagnosis, repair and maintenance procedures of electrical motors and circuit controls used in residential heating and air conditioning.

RHAE 109 GAS HEATING introduces the student to the procedures for safety, lighting, testing, repairing and adjusting of gas burning equipment.

RHAE 110 PIPING AND VENTING is a study of the national and local standards of pipe fitting and venting.

RHAE 113 RESIDENTIAL AIR CONDITIONING is an analysis of the design and assembly of the various units that are used for residential air conditioning.

RHAE 114 AIR-CONDITIONING SYSTEMS REPAIR consists of mechanical and laboratory solutions to the many problems caused by chemical reactions of various system components and heat.

RHAE 115 HEAT PUMPS is the study of the compression cycle heat pump with emphasis placed on the operation and mechanics of the heating cycle components.

OJT 150 ON-THE-JOB TRAINING is a program in which the student is employed in the heating and air conditioning field, his or her last quarter in school, for a minimum of thirty hours per week. The employer evaluates the student on such things as attendance, punctuality, attitude, ability to work with others, ability to work with minimum supervision, eagerness to learn, work proficiency, adaptability and any other area he or she feels should be covered. These reports are sent to the school monthly and the instructor uses them to arrive at a grade at the end of the quarter for the student.

Note: Before being eligible to begin OJT, the student must be recommended for employment by his or her instructor and must have the approval of the coordinator of placement and the instructor.

MA 115 RELATED MATHEMATICS presents an in-depth review of basic arithmetic including whole numbers, decimals, fractions, percents, ratios, proportions, areas, volumes, and formulas as applied to the student's chosen field. Strong emphasis is placed on solution of practical work problems. MA 101 or a satisfactory entrance score is required of all areas.

CF 101 CONSUMER FINANCE is a course designed to help the student become a better consumer. Budgeting, credit, and taxes are included in the course.

CS 102 CUSTOMER RELATIONS is a course designed to prepare the student to deal effectively with employment skills and customers.

RHAE 101 ELECTRONIC THEORY presents the fundamentals of direct current, voltage, and resistance and their relationship to each other.

RHAE 108 AC ELECTRONIC THEORY is a study of alternating current and voltage and its application to resistive circuits.

RHAE 103 TRANSISTOR ELECTRONICS is an introduction to the theory and application of transistors.

Industrial Electrical Maintenance

Background Information

This program is designed to prepare the student to repair, maintain and troubleshoot electrical machinery, electrical wiring and fixtures found in industrial establishments.

An industrial electrical maintenance employee may be requested to install, maintain and service electrical equipment, read blueprints and schematics, use hand tools and power tools, measuring instruments and testing equipment. Students study low voltage, line voltage control systems, troubleshooting and the National Electrical Code.

Employment Opportunities

Employment for industrial electrical maintenance workers is expected to be above average through the mid-1990's. As population and the economy grow, more electricians will be needed to maintain the electrical systems used by industry and to bridge the gap between electronics and the basic electrician.

ENTRANCE DATES: Fall Quarter, Spring Quarter
LENGTH OF COURSE: One Year

INDUSTRIAL ELECTRICAL MAINTENANCE COURSE OUTLINE

	Quarter Hours Credit
IEM 101 — DC Theory	5
IEM 102 — Semi Cond. Devices	5
IEM 103 — Industrial Wiring	15
MA 115 — Math	5
IEM 104 — Semi. Cond. Circuits	5
IEM 105 — AC Theory	5
IEM 106 — Elect. Ctrl. for Mach.	20
CS 101 — Communications Skills	5
IEM 107 — Elect. Ctrl. for Mach.	10
IEM 108 — Elec. Ctrls. System Troubleshooting	10
IEM 109 — DC Drives	5
IEM 110 — Variable Speed AC Drive	5
IEM 111 — Digital Devices and Prog. Ctrls.	10
IEM 112 — Industrial Hydraulics	10
IEM 113 — Hyd./Elect. Systems Troubleshooting	5

INDUSTRIAL ELECTRICAL MAINTENANCE

Course Description

IEM 101 DC THEORY is designed to familiarize the student with some of the basic physical theories that underlie the study of electricity.

IEM 102 SEMICONDUCTOR DEVICES. Solid state devices which includes diodes, transistors, SCR's.

IEM 104 SEMICONDUCTOR CIRCUITS consists of the use of semiconductor devices.

IEM 103 INDUSTRIAL WIRING covers the fundamentals of industrial wiring. Lab work with commercial tools and materials is included in this course.

IEM 105 AC THEORY is designed to present the characteristics that make up alternating voltage and current.

IEM 106 ELECTRICAL CONTROLS provides the basic knowledge and laboratory experiences in diagnosing, servicing and wiring electrical controls for machines.

IEM 108 ELECTRICAL CONTROLS SYSTEMS TROUBLESHOOTING covers the diagnosis and repair of electrical controls systems, using schematic and wiring diagrams.

IEM 111 PROGRAMMABLE CONTROLLERS is a course in which the student will be able to read and draw ladder diagrams, properly address the input and output modules and program the model 484 programmable controller using all of the input and output modules of the trainer.

IEM 109 DC DEVICES consists of electronic controls used to control the speed of DC motors.

IEM 110 AC DRIVES consists of electronic controls used to control AC motors.

IEM 112 INDUSTRIAL HYDRAULICS explores the transmission of mechanical energy by the use of fluid power in the form of a liquid. The student will learn those skills necessary for the upkeep and repair of hydraulic cylinders, pumps and controls.

IEM 113 HYDRAULIC/ELECTRICAL SYSTEMS TROUBLESHOOTING address the diagnosis, repair and replacement of hydraulics and electrical systems.

IEM 107 ELECTRICAL CONTROLS FOR MACHINES provides the knowledge of electrical controls and how these controls can be used in electrical circuits.

Machine Tool

Background Information

The machine tool course is designed to prepare the student for employment at the entry level in the machine tool field. The program of instruction covers both theory and practice, and includes installation, care and repair of machines; job interpretation, setup and operation required to complete work in a manner acceptable to industry.

Increased emphasis on precision machinery demands that the machinist plan and carry out all operations needed in production of machined products.

Employment Opportunities

After graduation, students find work in industries, keeping mechanical equipment in good operating order, or in the production department of metal-working industries.

An important advantage of this occupation is that work can be found in all localities and in all industries. Skilled machinists are in great demand wherever tools and machines are utilized.

Walker Tech graduates have found employment with the following companies: Roper Corporation, Inter-State Machine Works, Catoosa Fabricators, Koering Southern, AZTEC, TJ's Machine Shop and TVA.

LENGTH OF COURSE: One Year
ENTRANCE DATES: Quarterly

MACHINE TOOL COURSE OUTLINE

	Quarter Hours Credit
MA 101 — Math	5
MAT 101 — Blueprint	5
MAT 102 — Basic Machine Tool	20
MAT 103 — Intermediate Machine Tool	25
MAT 104 — Blueprint	5
CF 101 — Consumer Finance	5
MAT 105 — Advanced Machine Tool	25
MAT 106 — Special Problems	25
CS 101 — Communication Skills	5
CNCM 101 — CNC Machine	5

MACHINE TOOL

Course Description

MA 101 BASIC MATHEMATICS APPLIED enables the student to re-establish the fundamentals of mathematics and to develop mathematical skills required of a machinist.

MAT 101, 104 BLUEPRINT READING develops the necessary skills in visualization plus a thorough understanding of the symbols and other representations which commonly appear on machine trade blueprints.

MAT 102 BASIC MACHINE TOOL is a course designed to aid the student who has had little or no experience in the machine trade. The student will be instructed in basic machine shop operations and setups, which include measuring tool precision, bench tools, drill press and lathes.

MAT 103 INTERMEDIATE MACHINE TOOL is a course designed to aid the student in machine shop operations and setups to include drill press, lathes, saws, milling machines and precision measuring tools, with emphasis on better safety accuracy.

CF 101 CONSUMER FINANCE is a course designed to help the student become a better consumer. Budgeting, credit, and taxes are included in the course.

CS 101 COMMUNICATION SKILLS is designed to help the student learn employability skills. Completing job applications, interviewing, and resume writing are included in the course.

MAT 105 ADVANCED MACHINE TOOL is designed for the student who has a good understanding of the operation of drill, lathes, saws, milling machines, and precision measuring tools. Accuracy will be stressed, basic CNC machines will be taught, as well as surface grinding, and safety.

MAT 106 SPECIAL PROBLEMS is designed to permit the student to complete the study of machine operations and setups using saws, drills, mills, lathes, CNC machines, heat treatment, grinders, and welding. Emphasis will be placed on accuracy and safety.

CNCM 101 CNC MACHINE. The CNC program provides the necessary training in CNC theory and practical applications, which prepares the student for job entry. The course emphasizes the operation of the CNC wells index milling machine with the Bandit control. The student demonstrates knowledge and gains experience by using the CNC to work out programs which they have written. Upon completion of the course, the student finds employment in machine shop or programming CNC.

Practical Nursing

Background Information

Licensed Practical Nurses help care for the physically or mentally ill and infirm. Under the direction of physicians and registered nurses, they provide nursing care that requires technical knowledge but not the professional education and training of a registered nurse. LPN's provide bedside care. They take and record temperatures and blood pressures, change dressings, administer certain prescribed medicines, and help patients with bath and other personal hygiene. They assist physicians and registered nurses in examining patients and in carrying out nursing procedures. They also assist in the delivery, care and feeding of infants, as well as in the rehabilitation of patients. Some practical nurses work in specialized units such as intensive care or recovery rooms.

Employment Opportunities

Employment of LPN's is expected to rise faster than the average for all occupations through the mid-1990's in response to the health care needs of a growing and aging population. While a number of factors affect future prospects for LPN's, efforts to restrain the increase in health care costs are particularly important. Changes in the health care financing system are likely to produce organizational changes in the years ahead, including shifts in staffing patterns in hospitals and nursing homes. In some hospitals few LPN's will be used.

Employment opportunities for LPN's are expected to be more favorable in some settings than in others. Prospects will be excellent in nursing homes, home health agencies and private duty nursing. The placement rate for Walker Tech's Practical Nursing graduates has been outstanding.

LENGTH OF COURSE: One Year
ENTRANCE DATES: Fall and Spring

Prerequisites for Admission

1. Minimum age of 17½.
2. Must be a high school graduate or possess a GED diploma.
3. Must have satisfactory entrance test scores.
4. Interview with instructors.
5. Physical condition and emotional maturity to fulfill satisfactorily the duties of an LPN as certified by a physician.
6. An admissions committee formally evaluates each applicant and makes recommendations concerning acceptance.
7. PPD and Rubella titer.

PRACTICAL NURSING COURSE OUTLINE

	Quarter Hours Credit
PN 101 — Nursing Fundamentals I	10
CS 101 — Communication Skills	5
PN 102 — Personal and Vocational Relations	3
PN 103 — Microbiology	2

PN 104 — Nutrition	5
PN 105 — Anatomy and Physiology	10
PN 116 — Medical Terminology	1
PN 106 — Maternity Nursing	6
PN 108 — Nursing Fundamentals II	6
PN 109 — Pharmacology	5
PN 110 — Clinical-Maternity	15
PN 111 — Conditions of Illness	6
PN 112 — Clinical-Medical Surgical	25
PN 113 — Pediatrics	6
PN 114 — Conditions of Illness	6
PN 115 — Clinical-Medical Surgical	34
PN 117 — Basic English	5
PN 107 — Pediatrics Class	3
PN 107 — Pediatrics Clinical	6

PRACTICAL NURSING

Course Description

PN 101 NURSING FUNDAMENTALS I combines theory and application of nursing arts beginning with basic nursing care and including the special and therapeutic procedures for patient care. Included are instructions in safety and first aid. References, textbooks, audio-visual aids, nursing arts laboratory, lectures, class discussions, and clinical experience will be used.

PN 102 PERSONAL AND VOCATIONAL RELATIONS is designed to help the student formulate his/her personal relations in practical nursing training. Personality development, relationship of the individual to self, patient, and co-workers, and basic elements of psychology are explored. Methods of teaching will include lectures, class discussions, audio-visual aids and reference readings. Legal aspects, nursing organizations and publications, job opportunities and obligations, and letters of application and resignation are planned within the fourth quarter.

PN 103 MICROBIOLOGY is designed to help the student achieve an understanding of disease as it relates to microorganisms. It explores use of the microscope, types of microorganisms, their structure and behavior. Practical applications of theory concerning microbiology will be in the areas of infection and immunity, methods of destruction of bacteria, environmental control, hospital sanitation, and isolation procedures for communicable diseases. Methods of instruction will be lectures, labs, individual projects, workbooks, and audio-visual aids.

PN 104 NUTRITION gives the practical nursing student a workable knowledge of good nutrition and diet therapy. Instruction in basic food nutrition, diet therapy, basic food requirements, adaption of family menu to prescribed diet for the sick, and the dietary treatment of the more common diseases are given. Textbooks, references, demonstrations, and films are used.

PN 105 ANATOMY AND PHYSIOLOGY is a basic and concentrated course dealing with the structure and function of the body to enable the practical nursing student to gain insight concerning the normal body as a basis for understanding variations from normal. With such an understanding, he/she will be able to give more intelligent care to the sick. Lectures, reference readings, class discussion, audio-visual aids, charts, human skeleton, and human torso model will be used.

PN 106 MATERNITY NURSING deals with the physiological, psychological, and pathological aspects of pregnancy. Nursing care during the prenatal, labor and delivery, and post partum periods will be emphasized. Care of the newborn will include normal and abnormal conditions, care of the premature infant and neonate. Clinical experience will be allotted for labor and delivery, post partum, nursery and clinics. In addition, texts, references, case studies and audio-visual aids will be used.

PN 107 PEDIATRIC NURSING introduces the student to diseases and disorders associated with the particular age in which they are most frequently seen or in which the disease or disorder has a greater physical and emotional impact on the child and his family. Growth and development are incorporated. The way a child reacts to and copes with stress, separation from family, treatment processes, and the child's developmental level are stressed. Clinical experiences, case studies, texts, references, field trips, and audio-visual aids are used.

PN 108 NURSING FUNDAMENTALS II is an introduction to medical-surgical nursing, and is directed toward helping the practical nursing student to understand the classification and etiology of disease, body disorders, signs and symptoms of illness related to nursing care, diagnostic procedures and the nurse's responsibility in their administration. The student will investigate care and needs of the mentally ill patient and of the terminally ill patient. Nursing care of the medical, surgical, geriatric, and chronically ill patient and rehabilitation with emphasis on the basic needs of man are included. These subjects will be covered in the medical-surgical course (Conditions of Illness). Nursing arts, audio-visual aids, clinical and laboratory facilities, texts, and references are used.

PN 109 PHARMACOLOGY provides a foundation for preparing and administering medications, beginning with basic concepts. Conversion within and between systems (household, metric and apothecary), calculation of dosage problems, accuracy, and the moral and ethical responsibility of drug administration will be emphasized. Classification, effects and usage, contraindications, and adverse reactions will be incorporated throughout the course. Lectures, texts, drug cards, charts, audio-visual aids, laboratory, and equipment for drug administration are used.

PN 111, 114 CONDITIONS OF ILLNESS I AND CONDITIONS OF ILLNESS II, based on concepts learned in Fundamentals II, deals with disease processes and/or illness as related to the body systems. Special emphasis will be placed on cardinal signs and symptoms, specific treatment and nursing care, and psychological implications as related to specific illnesses and disorders. Care plans, texts, references, audio-visual aids, varied clinical experiences, lectures, and class discussions will be used.

PN 117 BASIC ENGLISH is a detailed study of the recognition of important sentence parts. Students learn to locate and correct a great variety of errors found in sentences.

Retail Marketing

Background Information

The retail marketing program is designed to help individuals acquire the knowledge, skills, and attitudes necessary for entrance and advancement in Department and Specialty Store Occupations. In addition, the student of Retail Marketing will find that the knowledge, skills, and attitudes obtained while enrolled in the programs are transferable to other occupations.

Employment Opportunities

Retail Marketing is forecasted to be the fastest growing career area in Georgia for the next 15 years (Economic Forecast of Georgia, Georgia Power Company, 1981). Employment opportunities exist in the following positions: store manager, buyer, merchandise manager, department manager, sales representative, customer service manager, display manager, advertising manager, and promotions manager.

LENGTH OF COURSE: Associate Degree — Seven Quarters
Diploma — Four Quarters
ENTRANCE DATES: Quarterly

RETAIL MARKETING
DIPLOMA

	Quarter Hours Credit
RM 101 — Principles of Marketing	5
RM 102 — Career Seminar	5
RM 103 — Business Communications	5
RM 104 — Economics	5
RM 105 — Related Work Experience	10
MA 113 — Business Math	5
RM 112 — Personnel Management and Supervision	5
RM 113 — Salesmanship	10
RM 106 — Related Work Experience	10
RM 121 — Small Business Management	5
RM 122 — Advertising and Display	10
RM 124 — Retailing I	5
RM 107 — Related Work Experience	10
RM 126 — Fashion Merchandising	5
BUS 101 — Typing I or Data Processing	5
BUS 127 — Business Law	5
RM 108 — Related Work Experience	10

RETAIL MARKETING
ASSOCIATE DEGREE

	Quarter Hours Credit
RM 101 — Principles of Marketing	5
RM 102 — Career Seminar	5
RM 103 — Business Communications	5
RM 104 — Economics	5
RM 105 — Related Work Experience	10
MA 113 — Business Math	5
RM 112 — Personnel Management and Supervision	5
RM 113 — Salesmanship	10
RM 106 — Related Work Experience	10
RM 121 — Small Business Management	5
RM 122 — Advertising and Display	10
RM 124 — Retailing I	5
RM 107 — Related Work Experience	10
RM 126 — Fashion Merchandising	5
BUS 101 — Typing I or Data Processing	5
BUS 127 — Business Law	5
RM 108 — Related Work Experience	10
ENG 101 — English	5
HE 101 — Health	5
PS 101 — Political Science	5
SP 105 — Speech	5
HIS 201 — History	5
REL 102 — Religion	5
PSY 218 — Psychology	5

RETAIL MARKETING
Course Description

RM 102 CAREER SEMINAR is designed to enable the student to develop skills and attitudes necessary for successful employment. These skills include cover letters, resumes, and job interview techniques. The importance of dress and grooming will be discussed. The attitudes necessary for success in retail marketing will be stressed. The use of roleplay will be used extensively. Job interviews conducted by the students will be recorded, analyzed, and evaluated.

RM 101 PRINCIPLES OF MARKETING course will provide a study of the institutions that begin and end the flow of goods from producer to consumer, the role of government in the marketplace, and the functions of marketing. The student will be introduced to the marketing concept and its organizational structures. Product marketing strategies including product life cycles and market segmentation will also be covered.

RM 104 ECONOMICS is designed to help the student of marketing understand the free enterprise system and a mixed economy system in order to better relate to the economic environment of business and industry in the United States. Exposure to, and the conditions of, other economic systems will also be provided. In addition, the importance of the banking system and the business cycle will be discussed.

RM 103 BUSINESS COMMUNICATIONS: ORAL AND WRITTEN is structured to enable the student to become a better written and oral communicator. Half of the course focuses on written business communications. The other half of the course focuses on oral business communications.

RM 112 PERSONNEL MANAGEMENT AND SUPERVISION is designed to provide instruction that will enable the student to apply the principles of supervision and management. In addition, federal regulations pertaining to employment practices and the workplace will be covered.

RM 113 SALESMANSHIP is designed to enable the student to develop successful sales techniques. The course will concentrate on the twelve steps of selling. The sales philosophy followed in this course will be counselor selling; however, other philosophies will be discussed. The student will perform an actual sales presentation which will be recorded, analyzed, and evaluated.

MA 113 BUSINESS MATH reviews basic mathematical concepts and introduces the student to merchandising math. This is not algebra or calculus! It is a practical mathematical course.

RM 124 RETAILING I AND II stresses the importance of merchandising and covers in detail the six merchandising functions: planning, buying, pricing, stock management, selling, and service. In addition, basic marketing mathematics will be covered. Students will be required to complete assigned projects.

RM 121 SMALL BUSINESS MANAGEMENT is designed to enable the student to understand the importance of effective planning and organization of small businesses. Management techniques and the use of marketing strategies will be included. The student will be required to simulate the organization and administration of a small business.

RM 122 ADVERTISING will introduce the students to the concepts of advertising, the seven mediums of advertising, and the design of effective advertisements. The student will be required to design an advertising campaign and present it to the class.

RM 122 DISPLAY will enable the student to design effective displays. The principles and elements of display will be covered. The students will be required to design a display and describe the purpose, elements, and the principles involved in the display.

BU 101 TYPING I is designed to teach the student to type 45 words per minute. It is basically an individualized learning situation.

RM 126 FASHION MERCHANDISING is a course which covers information on the fashion cycle, textiles, weaves, dyes, and the effective presentation of merchandise.

BU 127 BUSINESS LAW is designed to provide the student with an understanding of contracts, collections, and lawsuits as these relate to the total business environment.

ENG 101 COMPOSITION offers a brief grammar and usage review and gives the student experience in writing the basic expository essay. The course will include instruction in the different patterns of prose, together with classroom work and individual conferences directed toward the improvements of the student's composition skills.

HE 101 HEALTH EDUCATION. Personal and community health problems are studied with emphasis on health problems of the individual student. Factors affecting mental health are also considered.

HIS 201 AMERICAN HISTORY I. The development of the American nation from the age of discovery to 1865.

PS 101 AMERICAN GOVERNMENT. Provides a survey of federal, state and local government in the United States with special reference to the National Constitution and to contemporary problems in government.

PSY 210 INTRODUCTION TO PSYCHOLOGY. An introduction to the principles and methods of psychology including animal and human learning, motivation, perception, physiology, personality, and abnormal and social behavior.

REL 101 INTRO. TO THE OLD TESTAMENT. A critical introduction to the literature, history and religion of Israel, with attention to the Pentateuch, prophets, and writing of the Old Testament.

REL 102 INTRO. TO THE NEW TESTAMENT. A survey of the literature, history, and faith of the New Testament. Study will concentrate on the Gospels, Pauline letters, and other general writings of first-century Christians.

SP 105 INTRO. TO PUBLIC SPEAKING covers the basic elements of speech, voice, language, bodily action, speech content, speech goals and audience analysis. Students will apply theory in formal public speaking.

Secretarial Science

Background Information

The Secretarial Science Department offers the student four options:
(1) Secretarial Science Diploma — Four Quarter Program
(2) Clerical Diploma — Four Quarter Program
(3) Administrative Secretarial Associate Degree — Seven Quarter Program
(4) Mother's On The Move — Students enrolled in the Mother's Program may choose any curricula in the Secretarial Science Department.

Students will gain competence in typewriting, office machines, office procedures, word processing, accounting, English and math.

Secretarial Science students will use modern electronic typewriters and word processors. Each student's progress will be evaluated through a variety of measuring instruments and techniques, such as written tests, performance tests and observations.

Employment Opportunities

Walker Tech has a placement service to assist graduates in obtaining employment. Every effort is made to assist graduates in finding employment in the field for which they are trained.

Employment opportunities for secretarial and clerical graduates are considered excellent for the next decade. Walker Tech Secretarial Science graduates have an employment rate of 98%.

Secretarial and Clerical students have found employment in the following companies and organizations: TVA, Southeast Federal, Cohutta Bank, Roper Corporations, Georgia State Merit, Bank of LaFayette, E. F. Hutton Corporation.

Salem Carpet, Northwest Georgia Mental Health, Fletcher and Womack, Hamilton Medical Center, Reichold Corporation, Red Food Store—Main Office, Blue Cross-Blue Shield Insurance Company, Flegal Insurance Company, Provident Insurance Company, Walker County Extension Service, and Walker County Board of Education.

LENGTH OF COURSE: Secretarial Science Diploma — Four Quarters
Clerical Diploma — Four Quarters
Administrative Secretarial Associate Degree — Seven Quarters

ENTRANCE DATES: Fall, Winter, and Spring

SECRETARIAL SCIENCE
DIPLOMA

	Quarter Hours Credit
BUS 101A-101B — Typing I	10
BUS 102A-102B — Typing II	10
BUS 103A-103B — Typing III	10
BUS 104 — Typing IV	5
BUS 105 — Shorthand I	10
BUS 106 — Shorthand II	5
BUS 107 — Shorthand III	5
BUS 108 — Shorthand IV	5
MA 113 — Business Math I	5
MA 122 — Business Math II	5
BUS 117 — Business English I	5
BUS 118 — Business English II	5
BUS 111 — Office Machines	5
BUS 116 — Machine Transcription	5
ACC 101A — Accounting I	5
BUS 109 — Secretarial Procedures I	5
BUS 110 — Secretarial Procedures II	5
DPM 108 — Introduction to Word Processing	5
DPM 109 — Word Processing I	10
DPM 110 — Word Processing II	5
OJT 150 — On-the-Job Training	30

CLERICAL
DIPLOMA

	Quarter Hours Credit
BUS 101A-101B — Typing I	10
BUS 102A-102B — Typing II	10
BUS 103A-103B — Typing III	10
BUS 104 — Typing IV	5
MA 113 — Business Math I	5
MA 122 — Business Math II	5
BUS 117 — Business English I	5
BUS 118 — Business English II	5

BUS 111 — Office Machines	5
BUS 116 — Machine Transcription	5
ACC 101 — Accounting I	5
BUS 109 — Secretarial Procedures I	5
BUS 110 — Secretarial Procedures II	5
DPM 108 — Introduction to Word Processing	5
DPM 109 — Word Processing I	10
DPM 110 — Word Processing II	5
OJT 150 — On-the-Job Training	30

ADMINISTRATIVE SECRETARIAL ASSOCIATE DEGREE

	Quarter Hours Credit
BUS 101A-101B — Typing I	10
BUS 102A-102B — Typing II	10
BUS 103A-103B — Typing III	10
BUS 104 — Typing IV	5
BUS 105 — Shorthand I	10
BUS 106 — Shorthand II	5
BUS 107 — Shorthand III	5
BUS 108 — Shorthand IV	5
MA 113 — Business Math I	5
MA 122 — Business Math II	5
BUS 117 — Business English I	5
BUS 118 — Business English II	5
BUS 111 — Office Machines	5
BUS 116 — Machine Transcription	5
ACC 101A — Accounting I	5
BUS 109 — Secretarial Procedures I	5
BUS 110 — Secretarial Procedures II	5
DPM 108 — Introduction to Word Processing	5
DPM 109 — Word Processing I	10
DPM 110 — Word Processing II	5
OJT 150 — On-the-Job Training	30
ENG 101 — English	5
HE 101 — Health	5
PS 101 — Psychology	5
SP 105 — Speech	5
HIS 201 — History	5
REL 102 — Religion	5
PSY 210 — Psychology	5

ELECTIVES

	Quarter Hours Credit
BUS 121 — Medical Terminology	5
BUS 122 — Legal Typing	5
BUS 123 — Medical Machine Transcription	5
BUS 124 — Legal Machine Transcription	5
BUS 112 — Stenospeed I	5
BUS 113 — Stenospeed II	5

BUS 114 — Stenospeed III 5
BUS 125 — Medical Typing 5
BUS 126 — Filing 5
BUS 101 — Business Law 5

SECRETARIAL SCIENCE / CLERICAL

Course Description

ACC 101 ACCOUNTING I is an introduction to the fundamental principles and procedures of accounting for a sole proprietorship, including a study of journals, ledgers, working papers, accounting statements, and controlling accounts.

BUS 101 BUSINESS LAW is a basic consumer law course dealing with negotiable instruments, contracts, personal property, and the Uniform Commercial Code.

BUS 105 SHORTHAND I teaches the student the basic principles of shorthand theory.

BUS 106 SHORTHAND II concludes the teaching of shorthand theory and begins a review of the basic principles with an introduction to speed building.

BUS 107 SHORTHAND III continues reviewing the basic principles with primary emphasis on speed building and transcription of mailable letters.

BUS 108 SHORTHAND IV concludes the review of basic principles and continues speed building and transcription of mailable letters.

BUS 101A-101B TYPEWRITING I

BUS 101A Typewriting is the first step toward typewriting competence, making key reaches that are executed speedily and accurately: Basic theory manipulative parts of the typewriter are presented.

BUS 101B Typewriting emphasis is placed on control of skill and increased accuracy of typewritten work. Special attention is given to personal and business correspondence, tables of various kinds and topical outlines.

BUS 102A-102B TYPEWRITING II

BUS 102A Typewriting is devoted primarily to developing your expertise in solving a wide variety of communication problems. Word choice, punctuation, grammar, letter styles, and writing styles including many commonly used special features, are illustrated and explained.

BUS 102B Typewriting develops proficiency in typing a variety of statistical papers. These include: tables with special features, frequently used business reports, and employment communications.

BUS 103A-103B TYPEWRITING III

BUS 103A Typewriting is designed to provide ample opportunity to develop typewriting skills in a variety of situations that are commonly found in sales offices, general offices, and executive offices.

BUS 103B Typewriting provides the opportunity to develop production skills in a variety of office situations that are commonly found in legal, medical, governmental, and technical offices.

BUS 104 TYPEWRITING IV has eight simulations which provide realistic experiences and a variety of activities representative of tasks performed by executive and administrative secretaries in many types of organizations. As a result of these varied experiences, students will have a basic knowledge of the IBM Quitewriter 7, IBM Wheelwriter 5, IBM Wheelwriter 3, IBM 65 and the Silver Reed Electronic typewriters.

BUS 110 OFFICE PROCEDURES II emphasizes effective human relationships necessary for clerical job stability.

MA 113 BUSINESS MATH I includes decimals, fractions, percents, and weights and measures (includes metrics).

MA 122 BUSINESS MATH II includes interest, discounts, markup, profit and loss, time payment plans, short-term loans, cost of goods sold, inventory valuation, depreciation, essential algebraic operations, annuities, and extinction of debt.

BUS 111 OFFICE MACHINES is designed to acquaint the student with the skill and use of the electronic printing calculator.

BUS 112 STENOSPEED - SHORTHAND I offers the student an optional form of shorthand. Based on the theory of writing by sound, the student begins to develop the basic principles for taking dictation.

BUS 113 STENOSPEED - SHORTHAND II concludes the theory of Stenospeed Shorthand and begins a review of the basic principles with an introduction to speed building.

BUS 114 STENOSPEED - SHORTHAND III continues reviewing the basic theory with primary emphasis placed on speed building and transcription of mailable letters.

BUS 116 MACHINE TRANSCRIPTION I utilizes voice recorded media and live dictation as source of impulse-to-type. Consideration is given to correspondence, memorandums, reports, and other documents.

BUS 117 BUSINESS ENGLISH I is a basic English course primarily dealing with dictionary usage, spelling and parts of speech. Those grammar rules that have direct application to business will be emphasized.

BUS 118 BUSINESS ENGLISH II continues the study of basic English and deals primarily with sentence structure, punctuation, and business vocabulary.

DPM 109 WORD PROCESSING I is designed to familiarize the student with general computer concepts and the basic principles that govern the operation of any word processing system. The student will gain experience in performing word processing functions such as automatic centering, text deletions, text insertion, decimal tabs, editing defined portions of text, moving text, pagination, headers and footers, hyphenation, advanced printing codes, disk operations, search and replace, column layouts, and automatic merging of variables with standard material to help make document and repetitive letter production easier.

DPM 108 INTRODUCTION TO WORD/INFORMATION PROCESSING is designed to orient the student to the microcomputer and the terminology surrounding the technology. The course covers the basic concepts of word processing as one of several office automation systems that can connect for a totally integrated information processing system. The student will be introduced to simple BASIC programming, Superscripsit word processing, and Visicalc spread-sheet on the Radio Shack TRS-80 Model III.

DPM 110 WORD PROCESSING II has the operator move among seven departments, or centers, throughout the working simulation. The student will be exposed to various types of word processing application, word processing program and equipment.

BUS 109 OFFICE PROCEDURES I emphasizes correct English usage, business terminology and career awareness.

ENG 101 COMPOSITION offers a brief grammar and usage review and gives the student experience in writing the basic expository essay. The course will include instruction in the different patterns of prose, together with classroom work and individual conferences directed toward the improvements of the student's composition skills.

HE 101 HEALTH EDUCATION. Personal and community health problems are studied with emphasis on health problems of the individual student. Factors affecting mental health are also considered.

HIS 201 AMERICAN HISTORY I. The development of the American nation from the age of discovery to 1865.

PS 101 AMERICAN GOVERNMENT. Provides a survey of federal, state and local government in the United States with special reference to the National Constitution and to contemporary problems in government.

PSY 210 INTRODUCTION TO PSYCHOLOGY. An introduction to the principles and methods of psychology including animal and human learning, motivation, perception, physiology, personality, and abnormal and social behavior.

REL 101 INTRO. TO THE OLD TESTAMENT. A critical introduction to the literature, history and religion of Israel, with attention to the Pentateuch, prophets, and writing of the Old Testament.

REL 102 INTRO. TO THE NEW TESTAMENT. A survey of the literature, history, and faith of the New Testament. Study will concentrate on the Gospels, Pauline letters, and other general writings of first-century Christians.

SP 105 INTRO. TO PUBLIC SPEAKING covers the basic elements of speech, voice, language, bodily action, speech content, speech goals and audience analysis. Students will apply theory in formal public speaking.

Welding

Background Information

The Welding course is designed to prepare the student for employment at entry level in the occupational field of welding and to improve the skills of persons presently employed in the field.

Instruction includes an understanding of the welding processes and their possibilities, a study of composition of various metals and the practical method of identifying and welding them, skill in working and handling the equipment with confidence and a proper regard for safety, the practice of economy, preparation and execution of welds, testing of completed work, and recognizing defects and helping to correct them.

Employment Opportunities

Employment opportunities for welders are expected to be favorable through 1995. Walker Tech graduates have found employment in the following companies: Challenge Cook, Calhoun, GA; Century Wrecker Co., Ooltewah, TN; Brock and Blevins, Rossville, GA; Atlanta Brass Co., and Perry Smith Co.

LENGTH OF COURSE: Three Quarters (Fourth Quarter is Optional)
ENTRANCE DATES: Quarterly

WELDING COURSE OUTLINE

	Quarter Hours Credit
MA 101 — Related Math	5
WLD 102 — Arc Welding	20
WLD 103 — Oxyacetylene Welding	5
WLD 101 — Blueprint Reading	5
WLD 104 — Metallic Inert Gas Welding	10
WLD 105 — Advanced Arc Welding	15
CS 101 — Communication Skills	5
WLD 107 — Pipe Welding	10
WLD 108 — Tungsten Inert Gas	10
WLD 109 — Weld Testing	5

WELDING

Course Description

WLD 101 WELDING BLUEPRINT READING develops the necessary skill to interpret conventional trade drawings, plus a thorough understanding of abbreviations and symbols.

WLD 102 ARC WELDING is a study of safety, metals, electrodes, power source and welding in the flat, horizontal, and vertical positions.

WLD 103 OXYACETYLENE WELDING includes a study of safety, lighting and adjusting the torch, and welding in the flat, horizontal, and vertical positions.

WLD 104 METALLIC INERT GAS WELDING (MIG) is a study of consumable wire electrodes, shielding gases, and power supplies; welding in the flat, horizontal, and vertical positions.

WLD 105 ADVANCED ARC WELDING is a continuation of WLD 102 with emphasis on overhead welding with E-6010 electrodes and all position welding with low hydrogen group electrodes.

WLD 107 PIPE WELDING is designed to give the student practice in joining pipe sections. Pipe can be welded using the roll method to keep the welding in a flat position, or by the vertical and horizontal fixed positions where the pipe remains stationary.

WLD 108 TUNGSTEN INERT GAS WELDING (TIG) familiarizes the student with hard-to-weld metals such as aluminum, stainless steel, and other metals.

WLD 109 WELD TESTING is designed to show the student what may happen if defects in welding aren't eliminated.

MA 101 BASIC MATHEMATICS APPLIED presents an in-depth review of basic arithmetic including whole numbers, decimals, fractions, percents, ratios, proportions, areas, volumes, and formulas as applied to the student's chosen field. Strong emphasis is placed on solution of practical work problems. MA 101 or a satisfactory entrance score is required of all areas.

CS 101 COMMUNICATION SKILLS is designed to help the student learn employability skills. Completing job applications, interviewing, and resume writing are included in the course.

CHIPS Program

(Career Happenings for Interested Parents Who Are Single)

Background Information

The primary purpose of the CHIPS program is to provide job training/ employability skills for single parents with minor children so that they may enter the world of work or further their education.

ENTRANCE DATES: Twice Quarterly

OBJECTIVES

To prepare the single parent for entry into the world of work.

To identify and evaluate competencies of each individual.

To provide career awareness.

To improve self-image of participants.

To provide remedial training in math, English, and science, where needed.

To provide participants with employability skills.

To introduce all participants to sex equity.

To provide new short-term courses of existing long-term courses to participants.

To make students aware of job availability in the job market.

To provide management skills to the single parents.

COURSE OUTLINE

Orientation to Program
Assessment of Participants
Remedial Instruction
Improving Self-Image
Career Development
Rights Under Sex Equity
Non-Traditional Occupations
Assertiveness Training
Consumer Education
Stress Management
Time Management
Employability Skills
Occupational Observation
Counseling
Short-Term Training
Long-Term Training

Short-Term Industrial Training

IN-PLANT PROGRAMS FOR EXISTING INDUSTRY

In-Plant Training Programs are convenient and inexpensive methods for companies to provide their employees with the opportunities to update, upgrade, or acquire new skills in the field in which they are employed. Any course is available where there is a need for occupational training.

Walker Tech works closely with the participating company to "tailor-make" training to meet the specific needs and requirements of the individual company.

Instructors are individuals selected because of their practical experience and training in the fields in which they instruct. Instructional methods consist of classroom lectures and/or laboratory projects. In all cases, practical application of the subject matter is stressed.

Usually, classes are conducted in the participating company's plant.

Classes may be conducted during, before, or after regular company hours. Usually classes are held twice a week on alternating days, but schedules are also "tailor-made" to meet the needs and requirements of the employees and company.

QUICK START PROGRAMS FOR NEW AND EXPANDING INDUSTRY

Companies moving into Georgia and Georgia companies expanding their operations can receive training assistance through Quick Start, a totally state supported program. The Quick Start Program is designed to train carefully chosen Georgians for specific, clearly defined jobs in a particular company. Georgia workers learn new skills, and the company realizes one of its principal objectives: maximum productivity in minimum time.

Each Quick Start Program is "tailor-made" to meet the specific requirements of the individual company. Most follow a basic pattern of consultation and analysis, development of the training plan, providing training facilities, instructor training, pre-employment training, and build-up training.

All that is necessary to start procedures for beginning a Quick Start or In-Plant class is to call or write Walker Tech's Coordinator of Industrial Training.

RELATED CLASSES

Course Description

CS 101 COMMUNICATION SKILLS is designed to help the student learn employability skills. Completing job applications, interviewing, and resume writing are included in the course.

CF 101 CONSUMER FINANCE is organized to help the student become a better consumer. Budgeting, credit and taxes are included in the course.

MA 101 BASIC APPLIED MATHEMATICS presents an in-depth review of basic arithmetic including whole numbers, decimals, fractions, percents, ratios, proportions, areas, volumes, and formulas as applied to the student's chosen field. Strong emphasis is placed on solution of practical work.

Truett-McConnell College

ASSOCIATE DEGREE

Course Description

ENGLISH 101 COMPOSITION offers a brief grammar and usage review and gives the student experience in writing the basic expository essay. The course will include instruction in the different patterns of prose, together with classroom work and individual conferences directed toward the improvement of the student's composition skills. Completion of English 101 with a grade of C or better is a prerequisite for enrollment in any higher-numbered English course. No student may transfer a grade of D in English 101 to any other college.

HEALTH 101 HEALTH EDUCATION is a study of personal and community health problems with emphasis on health problems of the individual student. Factors affecting mental health are also considered.

POLITICAL SCIENCE 101 AMERICAN GOVERNMENT provides a survey of federal, state and local government in the United States with special reference to the national constitution and to contemporary problems in government.

PSYCHOLOGY 210 INTRODUCTION TO PSYCHOLOGY is an introduction to the principles and methods of psychology, including animal and human learning, motivation, perception, physiology, personality, and abnormal and social behavior.

RELIGION 101 INTRODUCTION TO THE OLD TESTAMENT is a critical introduction to the literature, history, and religion of Israel with attention to the Pentateuch, prophets, and writings of the Old Testament.

HISTORY 201 AMERICAN HISTORY I is a study of the development of the American nation from the age of discovery to 1865.

SPEECH 105 INTRODUCTION TO PUBLIC SPEAKING covers the basic elements of speech, voice, language, bodily action, speech content, speech goals, and audience analysis. Students will apply theory in formal public speaking.