Walker Technical Institute

1990-1992

Catalog

A UNIT OF THE GEORGIA DEPARTMENT OF TECHNICAL AND ADULT EDUCATION

"WORKING FOR GEORGIA'S FUTURE"

WALKER TECHNICAL INSTITUTE
1990-92 GENERAL CATALOG, VOL. VII

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

AFFILIATIONS:

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

Walker Technical Institute
Rt. 2, Box 185
Rock Spring, Georgia 30739

Walker Technical Institute is a unit of the Georgia Department of Technical and Adult Education.

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SPECIAL NOTE

The statements set forth in this catalog are for informational purposes only and are not to be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Walker Technical Institute reserves the right to change any provisions listed in this catalog, including but not limited to, entrance requirements and admissions procedures, courses, programs of study, academic requirements for graduation, fees, financial aid, rules and regulations and the school calendar.

Walker Technical Institute is a unit of the Georgia Department of Technical and Adult Education. Walker Technical Institute does not discriminate on the basis of race, sex, religion, national origin, handicap or color in its educational programs or activities.

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Walker Technical Institute
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November	22-23	Thanksgiving Holidays
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	26-27	Registration for Spring Quarter
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GENERAL INFORMATION

PHILOSOPHY

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

Walker Technical Institute exists to provide technical education and training for adult citizens of Northwest Georgia.

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

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

MISSION STATEMENT

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

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

1. To offer occupational and technical career programs that will provide marketable job skills upon completion of one year diplomas and two year associate degrees.
2. To enrich the lives of service area constituents by providing career and professional development and personal enrichment.

3. To support economic and community development by playing a proactive role in providing general and industry specific job training.
4. To provide counseling, guidance and planning service to students in the personal career, social, and academic areas.
5. To maintain a quality instructional program by employing and continually evaluating and revising curricula to meet changing educational needs.
6. To improve the literacy rate of the four-county service area.

ACCREDITATION

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

LOCATION

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

ADVISORY COMMITTEES

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

BOOK STORE

Walker Technical Institute maintains a bookstore which is located off the student center, where students may purchase textbooks.

EMERGENCY CLOSING

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

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

HEALTH CARE

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

STATE STANDARDS

In September 1989, Walker Technical Institute began implementing state standards in Accounting, Automotive Collision Repair, Automotive Technology, Computer Programming, Cosmetology, Drafting, Electronic Technology, Information and Office Technology, Marketing Administration, Machine Tool, Microcomputer Specialist, Marketing Administration, Practical Nursing, and Welding. Georgia is believed to be the only state in the nation to implement a set of program standards. These standards serve as a benchmark for providing high quality technical training that meets the demands of business and industry not only today but also in the future as the changes in our society and advancing technology continue to alter the nature of the work place. All programs at Walker Technical Institute will be under state standards by fall 1990. Standards mean that our partners in business and industry can rely on our students to have the knowledge and technical expertise to handle their jobs efficiently.

GUARANTEE

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

These standards allow Walker Technical Institute to offer this guarantee:

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

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

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

ACADEMIC EVALUATION

GRADING SYSTEM

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

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

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

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

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

"IP" IN PROGRESS This grade is restricted to programs which use individualized instruction and signifies that the student has not completed all course work at the end of the quarter. A student must register and pay tuition in order to carry a course into the next quarter.

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

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

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

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

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

GRADE POINT AVERAGE

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

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

	Credit Hours		Grade & Value		Grade Points
	5	x B	(3)	=	15
	5	x D	(1)	=	5
	1	x A	(4)	=	4
	2	x C	(2)	=	4
	4	x D	(1)	=	4
	3	x A	(4)	=	12
Total:	20				44

The total grade points (44) would be divided by the total attempted credit hours (20) to give a grade point average of 2.20 (approximately a C average).

QUARTERLY GRADE POINT AVERAGE

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

CUMULATIVE GRADE POINT AVERAGE

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

REPEATED COURSES

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

ACADEMIC STATUS

SATISFACTORY ACADEMIC PROGRESS

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

UNSATISFACTORY ACADEMIC PROGRESS

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

ACADEMIC PROBATION AND SUSPENSION

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

HONOR SOCIETY

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

MERIT LIST

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

PRESIDENT'S LIST

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

GRADUATION

In order to graduate, a student must have a grade point average of 2.0 or more. Students may meet graduation requirements at the end of each quarter. Formal graduation exercises are scheduled at the end of winter and summer quarters for students who will be receiving a diploma. Graduates are required to complete an application form and encouraged to participate in the formal graduation or commencement exercises.

Residency Requirement

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

FULL-TIME STUDENT

Individuals pursuing 12 credit hours or more during a quarter are considered to be full-time students.

PART-TIME STUDENT

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

ACADEMIC POLICIES

ACADEMIC ADVISORS

At the time of enrollment, each student will be assigned an academic advisor. This advisor will be able to advise students about their program of study, make referrals to other services, provide academic guidance when transferring to other institutions, and help students monitor their academic progress realistically. Before each registration period, students will be required to meet with their advisors in order to obtain this guidance. Students taking developmental courses will be advised by the Vice President of Student Services until these students are granted regular admission status.

ASSOCIATE DEGREE THROUGH DALTON COLLEGE

Beginning in the fall of 1990, students will be able to pursue a career Associate of Applied Science degree at Walker Technical Institute through a joint associate degree program between Walker Technical Institute and Dalton College. Program areas in which a student may earn an associate degree under this agreement include Accounting, Advanced Drafting, Advanced Electronic Technology, Business and Office Technology, Computer Programming, Electronic Technology, Information and Office Technology, Marketing Management, and Microcomputer Specialist. Students who pursue one of these degree programs will be required to meet admission requirements at both schools. For more information, students may obtain a brochure about this joint associate degree program in the Admissions Office.

ATTENDANCE

Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Although an occasional absence may be unavoidable, in no way is the student excused from meeting the requirements of the course. Students are still responsible for preparing assignments for the next class and for completing the work missed. Employment cannot be considered a basis for excused absences or tardies.

When a student has missed three class meetings, he or she will be contacted by his or her instructor who will then arrange a meeting time in order to discuss the attendance problem. When a student misses more than 10% of instructional time, he or she may be dropped from the class roster. Permission to re-enter the class may only be given through the Office of Instructional Services. A student who is dismissed from class because of absences may not carry coursework completed into the next quarter.

Some departments may have a more stringent attendance policy.

CHANGE OF ADDRESS

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

CHANGE OF MAJOR

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

CLASS CANCELLATION

The Institute reserves the right to cancel any class with fewer than the minimum number of students enrolled as set forth by the institutional guidelines; however, all courses will be given the opportunity to make according to the schedule listed in the catalog. Certain options with inadequate enrollment may not be offered.

COURSE PREREQUISITES

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

CREDIT BY EXAMINATION

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

COURSE SUBSTITUTIONS

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

DEVELOPMENTAL STUDIES

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

At the time a student makes application to the school, he or she will be given a diagnostic test, the Technical Assessment and Placement Program. This test is used for counseling and placement purposes only. If the test indicates that the student is not academically prepared to enter a regular program of study, the student may be

granted provisional admission status to the Institute and will be placed in one or more developmental courses. Once the student has successfully completed the developmental course work, he or she will proceed into courses in the desired program of study. The table below shows the relationship of developmental courses to the regular program general core math and English courses.

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

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

Developmental Course	Program General Core Course
MAT 95	
MAT 96	MAT 100
MAT 97	MAT 101 or MAT 111
MAT 98	MAT 103
RDG 95	
RDG 96	ENG 100
RDG 97	ENG 101 or ENG 111
RDG 98	ENG 102
ENG 95	
ENG 96	ENG 100
ENG 97	ENG 101
ENG 98	ENG 102 or 191

DROP/ADD PERIOD

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

ELECTIVES

An elective is a course that the student may choose to take as distinguished from courses that are required in the program of study.

GRADE REPORTS

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

INDEBTEDNESS

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

LATE REGISTRATION

The late registration period extends the first seven (7) calendar days, including holidays, into each quarter. After that period, any student wishing to register must receive permission by the Director of Instruction. There is a late registration fee of $20.

NOTIFICATION TO STUDENTS REGARDING TESTING AS A DEGREE REQUIREMENT

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

PROOF OF REGISTRATION

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

TRANSCRIPTS

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

TRANSCRIPT EVALUATION

Walker Technical Institute accepts transfer credits only from schools that are COEI or COC accredited through the Southern Association of Colleges and Schools. A grade of "C" or better is required in order for the credit to transfer. Transfer credit is given only for courses with an equivalent at Walker Technical Institute. In order to receive transfer credit, the student must complete a Transcript Evaluation Form and have official copies of any school transcripts sent to the Admissions Office. Transcripts are generally evaluated within two weeks after receipt.

WITHDRAWAL FROM THE INSTITUTE

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

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

WORK ETHICS

The Georgia Department of Technical and Adult Education requires that a work ethics component be included in each credit course. This heavily-emphasized component reflects the growing reality that employers are putting increasing value - even above technical skills - on attendance, dependability, promptness, ability to get along with others, and other such work habits.

Each student is evaluated in terms of his or her work ethics and this evaluation will be reflected in that student's grade point average. Details on the work ethics component for each course will be provided to students by their instructor for each course.

ADMISSIONS

ADMISSIONS POLICY

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

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

Increase the prospective student's opportunities;

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

Complement the instructional program.

ADMISSIONS PROCEDURE FOR DIPLOMA PROGRAMS

1. A $15.00 application fee must be submitted to the admissions office along with a completed application. Former students are not subject to application fees but a new application may need to be completed.
2. It is the responsibility of the student to provide Walker Technical Institute with a high school transcript or GED results and transcripts from any other post-secondary schools attended.
3. Diploma-bound students must take the admissions test. This test is given at convenient times throughout the year. The applicant may be required to take additional diagnostic tests if scores are under the required levels for admissions.
4. After the application has been received and the applicant has submitted all necessary test scores and transcripts, the student should meet with his/her advisor. All applicants for a Health Occupations program are required to have an interview with the instructors from that program.

CATEGORIES OF ADMISSION

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

REGULAR ADMISSION REQUIREMENTS

Regular admission of students to a program is contingent upon their meeting statewide admission requirements established for that specific program and their proper completion of application, assessment and placement procedures.

PROVISIONAL ADMISSION REQUIREMENTS

Provisional admission to a diploma/degree program is granted to qualified students who do not meet the regular admission requirements of that particular program. Provisionally admitted students whose English, math, and/or reading achievement

levels do not meet the regular admission requirements are required to enroll in developmental studies and/or pre-tech courses approved by the State Board of Technical and Adult Education.

All diploma/degree program students initially admitted on a provisional basis must meet regular admission requirements for that program prior to graduation.

SPECIAL STUDENT ADMISSION

The special student admissions category is designated to be an admissions method for non-diploma/degree seeking students who desire credit for course work which they may complete in a specific program. The following specifics define this classification:

Be classified as non-diploma/degree seeking at time of entry by the admissions counselor.

Be granted special student status upon recommendation of the Vice President of Student Development.

Receive credit for regular program coursework which is satisfactorily completed.

Obtain up to a maximum of 25 credits in a specific program while in this status.

Have the option of applying for regular diploma/degree seeking status upon or before reaching the 25 credit maximum.

REFERRAL TO DEVELOPMENTAL STUDIES

Students who do not meet the admissions criteria for the desired program will be referred to Developmental Studies (see Developmental Studies under Academic Policies for more information). The student will schedule classes and will work with the Developmental Staff until the student is prepared for re-testing. When the student acquires the needed test scores for admission to the desired program, the student will receive an official acceptance letter and will be placed on the list for the next beginning class.

SENIOR CITIZENS

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

STUDENT DEVELOPMENT SERVICES

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

ORIENTATION

In order that new students may be fully informed and aware of all phases of school life, a program of orientation is provided the first day of school. Orientation includes an introduction of faculty and staff, a survey of school facilities, an explanation of school rules and policies, and a briefing on student development services. Handbooks are issued to all new students.

CAREER EXPLORATION

Walker Technical Institute's Student Development staff provides career counseling, career interest assessment, reading, math and language testing, hands-on work evaluation, and program observation.

COUNSELING

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

HANDICAPPED SERVICES

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

CAREER PLACEMENT

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

The successful placement of our graduates is one of the major goals of the staff at Walker Technical Institute. We are currently placing over 90 percent of our graduates in jobs within the field or related to the field of their training.

FOLLOW-UP

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

STUDENT ORGANIZATIONS AND ACTIVITIES

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

NATIONAL VOCATIONAL-TECHNICAL HONOR SOCIETY

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

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

DELTA EPSILON CHI

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

ALUMNI ASSOCIATION

Former students are encouraged to join the Walker Technical Institute Alumni Association. The association provides former Walker Tech students the opportunity to give needed input on ways in which Walker Technical Institute can effectively promote technical education to the community. Additional information can be obtained by contacting the Alumni Sponsor, Walker Technical Institute, Rt. 2, Box 185, Rock Spring, Georgia 30739.

SCETA

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

STUDENT COUNCIL

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

GOAL PROGRAM

The Georgia Occupational Award for Leadership is a recognition sponsored jointly at the state level by the Department of Technical and Adult Education and the Business Council of Georgia. At the local level the program is sponsored by the LaFayette Chamber of Commerce and Walker Technical Institute. The

purpose of the program is to give proper recognition to the dignity and importance of technical education in today's modern economy.

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

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

FINANCIAL AID

Walker Technical Institute realizes that some students need financial assistance in order to attend school. Students at Walker Technical Institute can look to several areas for financial aid: need-based scholarships, work scholarships, Pell Grants, and Georgia Student Incentive Grants.

To be eligible for financial aid, a student must have a high school diploma or equivalent (GED) or demonstrate ability to benefit from the course of study. Without a GED or diploma, a student must enroll in developmental studies or complete GED within one year to be eligible for financial aid.

Students must complete a Walker Technical Institute Financial Aid Application and an Application for Federal Student Aid each academic year to be considered for any funds. The Financial Aid academic year begins Summer quarter. Applications may be picked up in the Admissions Office or the Financial Aid Office.

Students complete the Application for Federal Student Aid and mail it to the needs analysis processor to determine eligibility. Students should apply for financial aid at least two to three months before their first quarter, but applications may be filed throughout the year. In approximately four weeks, the student will receive a Student Aid Report which the student submits to the Financial Aid Office.

After the student completes all paperwork, an award letter, which lists the amounts of financial aid and the different types of financial aid that the student can receive, is signed by the student; and the student's check is ordered. Students are notified when they may pick up their check in the Business Office.

ACADEMIC POLICIES FOR FINANCIAL AID

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

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

PELL GRANT

Students who demonstrate financial need and are enrolled at least half-time (six credit hours) in a diploma or associate degree program may be eligible for this grant if they have not already received a bachelor's degree. The amount of the Pell Grant ranges from approximately $150 to $2,300 per academic year, depending on the level of federal funding, cost of education, enrollment status, and the student's Pell Grant Index taken from the Student Aid Report.

GEORGIA STUDENT INCENTIVE GRANT

Georgia residents who are eligible for Pell Grants may also receive this grant. Since funds are limited, awards are made on a first come-first served basis. Students should file the Application for Federal Student Aid in January or February for the upcoming academic year. Awards for approximately $100 are made for the Fall, Winter, and Spring quarters.

VOCATIONAL REHABILITATION

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

VETERANS BENEFITS

Veterans benefits are available to qualified veterans and dependents of deceased or disabled veterans. Applicants should contact the Vice President of Student Development.

WORK SCHOLARSHIPS

This program pays for a student's tuition and fees. In return, a student must complete an on-campus work obligation, approximately 40 hours a quarter. Work scholarships are based on recommendation of the scholarship committee. Students must apply for the Pell Grant and fill out a scholarship application to be considered.

WALKER TECHNICAL INSTITUTE FOUNDATION SCHOLARSHIPS

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

HUTCHESON MEDICAL CENTER SCHOLARSHIPS

Hutcheson Medical Center awards five scholarships annually to qualified practical nursing students. To qualify for these scholarships, students must complete a minimum of one quarter in the program and maintain satisfactory progress toward a diploma. The scholarship recipient must also agree to work for a minimum of two years at Hutcheson Medical Center upon completing the program.

BARBARA BYRD MEMORIAL SCHOLARSHIP

A limited number of scholarships funded by friends and relatives of the late Barbara Byrd are available to needy students.

COBB SCHOLARSHIP

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

WHEELER SCHOLARSHIP

The Wheeler Scholarship is given annually to a qualified student. It is funded by donations to the Walker Technical Institute by the Carlton Wheeler family.

ELEVATOR MAINTENANCE SCHOLARSHIP

The Elevator Maintenance Corporation funds an annual scholarship to assist a special needs student with either a physical or mental handicap. For additional information contact the financial aid office at Walker Technical Institute.

JTPA

The Job Training Partnership Act is a federal program available to students who qualify based on federal income guidelines. This program pays tuition, supply fees, books and supplies for full-time students. There is also a travel and child care allowance to those qualifying. Applicants interested in this program should request an interview with the JTPA specialist.

FINANCIAL INFORMATION

APPLICATION FEES

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

TUITION/SUPPLY FEES

All credit students will be assessed fees at the rate of $12.50 per credit hour. A student registering for twelve (12) or more credit hours will be considered a full-time student and will pay $150.00 for credit programs.

ACCIDENT INSURANCE

All students are given the opportunity to purchase accident insurance for a fee of $2.00 each quarter.

REFUND POLICY

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

TOOLS

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

LATE REGISTRATION FEE

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

TRANSCRIPT FEE

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

BOOKS

Textbooks can be purchased in the bookstore.

DISPLACED HOMEMAKER/SINGLE PARENT PROGRAM

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

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

In order to assist displaced homemakers with career and life planning decisions, the CHIPS program has been established at Walker Technical Institute. This Displaced Homemaker program has been developed to help these individuals through personal counseling and group workshops to gather information, to explore alternatives, and to become prepared to enter the job market.

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

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

More information regarding the workshop schedules may be obtained by contacting the CHIPS program at Walker Technical Institute.

ECONOMIC DEVELOPMENT SERVICES

EXISTING BUSINESS AND INDUSTRY

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

QUICK START - TRAINING FOR NEW AND EXPANDING INDUSTRY

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

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

Contact the Vice President for Economic Development for more information or to discuss specific industry training needs.

ADULT LITERACY PROGRAMS

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

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

CONTINUING EDUCATION

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

NOTICE TO STUDENTS

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

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

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

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

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

PROGRAMS OF STUDY

ACCOUNTING

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Accounting program are:

attainment of 16 or more years of age;
documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements;
achievement of the 9th grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures

Length of Program: 4 quarters

ACCOUNTING
COURSE OUTLINE

			Credit Hours
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
ACC	103	Principles of Accounting III	5
BUS	101	Keyboarding/Typewriting	5
BUS	102	Intermediate Typewriting	5
BUS	104	Information Processing I	5
ACC	104	Computerized Accounting	3
ACC	105	Management Systems I	3
ACC	106	Management Systems II	3
ACC	107	Full-time Accounting Internship	12
ACC	108	Half-time Accounting Internship	6
XXX	XXX	Electives	6

AIR CONDITIONING TECHNOLOGY

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

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

attainment of 16 or more years of age;
achievement of the 8th grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 4 Quarters

AIR CONDITIONING TECHNOLOGY COURSE OUTLINE

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

AUTOMOTIVE COLLISION REPAIR

PROGRAM DESCRIPTION

The Automotive Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair and/or automotive painting and refinishing. Program graduates receive an Automotive Collision Repair diploma which qualifies them as either a major collision repair technician or a painting and refinishing technician.

ADMISSION REQUIREMENTS

The requirements for admission to the Automotive Collision Repair program are:

attainment of 16 or more years of age;
achievement of a satisfactory score in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 4 - 6 Quarters

AUTOMOTIVE COLLISION REPAIR
COURSE OUTLINE

		Credit Hours
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 100	Interpersonal Relations and Professional Development	3
ACR 100	Safety	1
ACR 101	Automobile Components Identification	3
ACR 102	Equipment and Hand Tools Identification	1
ACR 104	Mechanical and Electrical Systems	2
ACR 105	Body Fiberglass, Plastic, and Rubber Repair Techniques	3
ACR 106	Welding and Cutting	3
ACR 107	Trim, Accessories, and Glass	2
ACR 109	Damage Identification and Assessment	3
ACR 110	Minor Collision Repair	2
ACR 120	Conventional Frame Repair	2
ACR 121	Unibody Identification and Damage Analysis	2
ACR 122	Unibody Measuring and Fixturing Systems	2
ACR 123	Unibody Straightening Systems and Techniques	4
ACR 124	Unibody Welding Techniques	3
ACR 125	Unibody Structural Panel Repair and Replacement	4
ACR 126	Conventional Body Structural Panel Repair	2
ACR 127	Unibody Suspension and Steering Systems	1
ACR 128	Bolt-on Body Panel Removal and Replacement	3
XXX XXX	Electives	8
ACR 130	Sanding, Priming, and Paint Preparation	4
ACR 131	Acrylic Lacquer Refinishing Application	5
ACR 132	Special Refinishing Application	4
ACR 133	Acrylic Enamels Refinishing Application	5
ACR 134	Urethane Enamels Refinishing Application	5
ACR 135	Tint and Match Colors	6
XXX XXX	Electives	2

AUTOMOTIVE TECHNOLOGY

PROGRAM DESCRIPTION

The Automotive Technology program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma which qualifies them as automotive technicians.

ADMISSION REQUIREMENTS

The requirements for admission to the Automotive Technology program are:

attainment of 16 or more years of age;
achievement of the 8th grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 7 Quarters

AUTOMOTIVE TECHNOLOGY COURSE OUTLINE

			Credit Hours
ENG	101	English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations and Professional Development	3
AUT	100	Introduction to Automotive Technology	3
AUT	101	Engine Theory, Diagnosis, and Repair	10
AUT	102	Brake Systems	6
AUT	103	Suspension and Steering Systems	8
AUT	104	Automatic Transmission/Transaxle I	3
AUT	105	Clutch Diagnosis and Repair	3
AUT	106	Introduction to Automotive Electrical Systems	6
AUT	107	Starting and Charging Systems	5
AUT	108	Ignition Systems	6
AUT	109	Electrical/Electronic Instrumentation	7
AUT	111	Fuel and Exhaust Systems	3
AUT	112	Emissions Control Systems	12
AUT	202	Automatic Transmission/Transaxle II	13
AUT	203	Manual Transmission/Transaxle	3
AUT	204	Drivelines	3
AUT	205	Four-Wheel Drive Components	3
AUT	206	Heating and Air Conditioning Systems	6
XXX	XXX	Electives	9
		or	
AUT	208	Automotive Technology Internship with PSY 100 Exemption*	12*

BUSINESS AND OFFICE TECHNOLOGY

PROGRAM DESCRIPTION

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

ADMISSIONS REQUIREMENTS

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

attainment of 16 or more years of age;
achievement of the 7.5 grade level in math and the 8.5 grade level in reading and English as shown on a statistically validated test or
minimum SAT scores of 350 verbal and 350 math; and
proper completion of application and related procedures.

Length of Program: 5 Quarters

BUSINESS AND OFFICE TECHNOLOGY ADMINISTRATIVE ASSISTANT COURSE OUTLINE

		Credit Hours
ENG 111	Business English	5
BUS 101	Keyboarding/Typewriting	5
MAT 111	Business Math	5
BUS 106	Office Procedures	3
ENG 112	Business Communications	5
BUS 102	Intermediate Typewriting	5
BUS 104	Information Processing I	5
BUS 208	Office Accounting	4
BUS 103	Advanced Typewriting	4
BUS 108	Word Processing	5
BUS 109	Shorthand I or	
BUS 110	Speedwriting I	6
BUS 205	Shorthand II or	
BUS 206	Speedwriting II	6
BUS 203	Office Management	4
PSY 100	Interpersonal Relations and Professional Development	3
BUS 201	Advanced Word Processing	3
BUS 107	Machine Transcription	2
BUS 222	Shorthand III or	
BUS 223	Speedwriting III	3
BUS 224	Administrative Assistant Internship	8
	or	
BUS 225	Office Simulation	
XXX XXX	Occupational or Occupationally Related Elective Courses	3

BUSINESS AND OFFICE TECHNOLOGY
LEGAL SECRETARY
COURSE OUTLINE

			Credit Hours
ENG	111	Business English	5
BUS	101	Keyboarding/Typewriting	5
BUS	106	Office Procedures	3
ENG	112	Business Communication Skills	5
BUS	102	Intermediate Typewriting	5
MAT	111	Business Math	5
BUS	104	Information Processing I	5
BUS	103	Advanced Typewriting	4
BUS	217	Legal Procedures I	7
BUS	108	Word Processing	5
PSY	100	Interpersonal Relations and Professional Development	3
BUS	201	Advanced Word Processing	3
XXX	XXX	Occupational or Occupationally Related Elective Courses	8
BUS	218	Legal Procedures II	7
BUS	107	Machine Transcription	2
BUS	219	Legal Secretary Internship	12
		or	
BUS	225	Office Simulation	8
XXX	XXX	Occupational Electives	4

BUSINESS AND OFFICE TECHNOLOGY
MEDICAL SECRETARY
COURSE OUTLINE

			Credit Hours
BUS	101	Keyboarding/Typewriting	5
ENG	111	Business English	5
MAT	111	Business Math	5
BUS	211	Medical Terminology	4
BUS	102	Intermediate Typewriting	5
ENG	112	Business Communications	5
BUS	104	Information Processing I	5
BUS	106	Office Procedures	3
BUS	103	Advanced Typewriting	4
BUS	108	Word Processing	5
BUS	213	Medical Transcription I	3
BUS	212	Anatomy and Terminology	5
BUS	201	Advanced Word Processing	3
BUS	208	Office Accounting	4
BUS	214	Medical Transcription II	3
BUS	107	Machine Transcription	2
PSY	100	Interpersonal Relations and Professional Development	3
XXX	XXX	Occupational or Occupationally Related Elective Courses	3
BUS	215	Medical Secretary Internship	12
		or	
BUS	225	Office Simulation	8
XXX	XXX	Occupational Electives	4

COMPUTER PROGRAMMING

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Computer Programming program are:

attainment of 16 or more years of age;
documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements;
achievement of the 9.5 grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 5 Quarters

COMPUTER PROGRAMMING COURSE OUTLINE

			Credit Hours
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
CIS	101	Keyboarding	3
CIS	102	Introduction to Computers	5
CIS	103	Operating Systems Concepts	6
CIS	105	Program Design and Development	5
Completion of one of the following course groups is required for graduation.			
CIS	112	Systems Analysis and Design	5
CIS	113	COBOL I	8
CIS	114	COBOL II	8
CIS	214	Database Management	5
CIS	215	COBOL III	8
CIS	216	COBOL IV	8
CIS	XXX	Language Elective	8
XXX	XXX	Electives	15
		or	
CIS	112	Systems Analysis and Design	5
CIS	113	COBOL I	8
CIS	114	COBOL II	8
CIS	214	Database Management	5
CIS	XXX	Language Electives	24
XXX	XXX	Electives	15

COSMETOLOGY

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Cosmetology program are:

attainment of 16 or more years of age;
achievement of the 8th grade level in reading and English, and the 7th grade level in math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 4 Quarters

COSMETOLOGY
COURSE OUTLINE

		Credit Hours
ENG 101	English	5
MAT 100	Basic Mathematics	3
PSY 100	Interpersonal Relations and Professional Development	3
COS 100	Introduction to Cosmetology Theory	5
COS 101	Introduction to Permanent Waving and Relaxing	2
COS 102	Introduction to Hair Color	4
COS 103	Introduction to Skin, Scalp, and Hair	2
COS 104	Introduction to Manicuring and Pedicuring	1
COS 105	Introduction to Shampooing and Styling	3
COS 106	Introduction to Haircutting	2
COS 107	Haircutting Techniques	1
COS 108	Permanent Waving and Relaxing	2
COS 109	Hair Color	1
COS 110	Skin, Scalp, and Hair	1
COS 111	Styling	2
COS 112	Manicuring and Pedicuring	1
COS 113	Practicum I	4
COS 114	Practicum II	5
COS 115	Practicum/Internship I	4
COS 116	Practicum/Internship II	5
COS 117	Salon Management	4
XXX XXX	Electives	3
	Occupational or Occupationally Related	

DRAFTING

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Drafting program are:

attainment of 16 or more years of age;
achievement of the 9th grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 6 Quarters

DRAFTING
COURSE OUTLINE

		Credit Hours
CMP 101	Introduction to Microcomputers	3
ENG 101	English	5
MAT 103	Algebraic Concepts	5
MAT 104	Geometry and Trigonometry	5
PSY 100	Interpersonal Relations and Professional Development	3
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
DDF 104	Pictorial Drawing	3
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	3
DDF 107	Introduction to CAD	4
DDF 108	Intersections and Development	5
DDF 109	Assembly Drawings I	5
DDF 110	Assembly Drawings II	5
XXX XXX	Technical or Technically Related Electives	3

ADVANCED DRAFTING COURSE OUTLINE

		Credit Hours
CMP 101	Introduction to Microcomputers	3
ENG 101	English	5
MAT 103	Algebraic Concepts	5
MAT 104	Geometry and Trigonometry	5
PSY 100	Interpersonal Relations and Professional Development	3
DDF 101	Introduction to Drafting	6
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
DDF 104	Pictorial Drawing	3
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	3
DDF 107	Introduction to CAD	4
DDF 108	Intersections and Development	5
DDF 109	Assembly Drawings I	5
DDF 110	Assembly Drawings II	5
DDS 201	Strength of Materials	5

ARCHITECTURAL SPECIALIZATION

		Credit Hours
DDS 203	Surveying I	3
DDS 204	Estimating	3
DDS 205	Residential Architectural Drawing I	6
DDS 208	Residential Architectural Drawing II	6
DDS 209	Structural Steel Detailing	6
DDS 210	Commercial Architectural Drawing I	6
XXX XXX	Technical or Technically Related Electives	6

MECHANICAL SPECIALIZATION

		Credit Hours
ENG 102	Technical Writing	5
XXX XXX	Technical or Technically Related Electives	3
DDS 226	Manufacturing Processes	4
DDS 229	Gears and Cams	6
DDS 230	Mechanisms I	7
DDS 232	Mechanical Power Transmission	6
DDS 239	Advanced Drafting Practicum	4
XXX XXX	Technical or Technically Related Electives	4

ELECTRONIC TECHNOLOGY

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Electronic Technology program are:

attainment of 16 or more years of age;
achievement of the 10th grade level in reading and English and the 9th grade level in mathematics as shown on a statistically validated test;
and completion of application and related procedures.

Length of Program: 6 - 8 Quarters

ELECTRONIC TECHNOLOGY COURSE OUTLINE

			Credit Hours
ENG	102	Technical Writing	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
PSY	100	Interpersonal Relations and Professional Development	3
ELC	103	Introduction to Electronic Technology	2
ELC	104	Soldering Technology I	1
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	7
ELC	109	Alternating Current I	7
ELC	110	Alternating Current II	7
ELC	111	Electronic Microcomputer Applications I	3
ELC	112	Electronic Microcomputer Applications II	3
ELC	114	Solid State Devices I	7
ELC	115	Solid State Devices II	4
ELC	116	Soldering Technology II	1
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	7
ELC	119	Digital Electronics II	7
ELC	120	Microprocessors I	7
ELC	121	Microprocessors II	4
ELC	122	Microprocessors Interfacing	7
ELC	123	Communications Electronic Survey	7
ELC	124	Industrial Electronic Survey	4
XXX	XXX	Electives	9

ADVANCED ELECTRONIC TECHNOLOGY
COURSE OUTLINE

			Credit Hours
ENG	102	Technical Writing	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
PSY	100	Interpersonal Relations and Professional Development	3
ELC	103	Introduction to Electronic Technology	2
ELC	104	Soldering Technology I	1
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	7
ELC	109	Alternating Current I	7
ELC	110	Alternating Current II	7
ELC	111	Electronic Microcomputer Applications I	3
ELC	112	Electronic Microcomputer Applications II	3
ELC	114	Solid State Devices I	7
ELC	115	Solid State Devices II	4
ELC	116	Soldering Technology II	1
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	7
ELC	119	Digital Electronics II	7
ELC	120	Microprocessors I	7
ELC	121	Microprocessors II	4
ELC	122	Microprocessor Interfacing	7
ELC	123	Communications Electronic Survey	7
ELC	124	Industrial Electronic Survey	4
ELC	200	Introduction to Computer Architecture	4
ELC	201	Computer Peripherals	4
ELC	202	Networking I	3
ELC	203	Operating Systems I	3
ELC	204	Compiled High-Level Languages	3
ELC	205	Data Communications	2
ELC	206	Networking II	3
ELC	207	Operating Systems II	3
ELC	208	Computer System Troubleshooting	3
XXX	XXX	Electives Technical or Technically Related	17
ELC	211	Process Control	7
ELC	212	Motor Controls	7
ELC	213	Programmable Controllers	7
ELC	214	Mechanical Devices	3
ELC	215	Fluid Power	3
ELC	216	Robotics	3
XXX	XXX	Electives Technical or Technically Related	15
ELC	220	AM and SSB Circuit Analysis	7
ELC	221	FM Circuit Analysis	4
ELC	222	Advanced Modulation Techniques	4
ELC	223	Antennas and Transmission Lines	7
ELC	224	Microwave Communications and Radar	7
ELC	225	Optical Communications Techniques	7
XXX	XXX	Electives Technical or Technically Related	9

INDUSTRIAL MAINTENANCE

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Industrial Maintenance program are:

attainment of 16 or more years of age;
achievement of the 9th grade level in math and the 8th grade level in reading and English as shown on a statistically validated test or minimum SAT scores of 350 verbal and 380 math; and
completion of application and related procedures.

Length of Program: 4 Quarters

INDUSTRIAL MAINTENANCE COURSE OUTLINE

			Credit Hours
ENG	101	English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
PSY	100	Interpersonal Relations and Professional Development	3
ELC	106	Direct Current Circuits I	4
ELC	109	Alternating Current I	7
IMT	101	Industrial Maintenance Safety Procedures	4
IMT	102	Hand and Portable Power Tools	3
IMT	103	Blueprints and Schematics	4
IMT	104	Basic Troubleshooting Techniques	4
IMT	106	Alternating Current Circuits	4
IMT	108	Elements of Mechanics	4
IMT	110	Applied Mechanics I	4
IMT	112	Mechanical Troubleshooting I	1
IMT	113	Hydraulics I	4
IMT	115	Pneumatics I	4
IMT	118	Introductory DC and AC Motors	4
IMT	119	Motor Control I	4
IMT	120	Motor Control II	4
XXX	XXX	Electives Technical or Technically Related	8

INFORMATION AND OFFICE TECHNOLOGY

PROGRAM DESCRIPTION

The Information and Office Technology program prepares students for employment in a variety of positions in today's automated office. The Information and Office Technology program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Information and Office Technology. Graduates of the program receive an Information and Office Technology diploma and are qualified for employment as a secretary.

ADMISSION REQUIREMENTS

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

attainment of 16 or more years of age;
achievement of the 7.5 grade level in math and the 8.5 grade level in reading and English as shown on a statistically validated test or minimum SAT scores of 350 verbal and 350 math; and
completion of application and related procedures.

Length of Program: 4 Quarters

INFORMATION AND OFFICE TECHNOLOGY
SECRETARY
COURSE OUTLINE

			Credit Hours
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
BUS	101	Keyboarding/Typewriting	5
BUS	102	Intermediate Typewriting	5
BUS	103	Advanced Typewriting	4
BUS	104	Information Processing I	5
BUS	106	Office Procedures	3
BUS	107	Machine Transcription	2
BUS	108	Word Processing	5
BUS	201	Advanced Word Processing	3
BUS	203	Office Management	4
BUS	208	Office Accounting	4
BUS	221	Secretary Internship	6
BUS	226	Advanced Secretarial Internship	3
		or	
XXX	XXX	Occupational Electives	9

MACHINE TOOL TECHNOLOGY

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

attainment of 16 or more years of age;
achievement of the 8th grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 4 Quarters

MACHINE TOOL TECHNOLOGY COURSE OUTLINE

		Credit Hours
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 100	Interpersonal Relations and Professional Development	3
MCH 101	Introduction to Machine Tool	7
MCH 102	Blueprint Reading for Machine Tool	5
MCH 103	Applied Measurement	2
MCH 104	Machine Tool Math I	5
MCH 105	Machine Tool Math II	5
MCH 106	Welding for Machine Tool	1
MCH 107	Characteristics of Metal/Heat Treatment	5
MCH 108	Sawing and Drilling	2
MCH 110	Lathe Operations	11
MCH 111	Vertical Mill Operations	10
MCH 112	Surface Grinder Operations	3
MCH 113	Horizontal Mill Operations	9
MCH 118	Computer/CNC Literacy	5
XXX XXX	Electives	5

MARKETING ADMINISTRATION

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Marketing Administration program are:

attainment of 16 or more years of age;
documentation of high school graduation or satisfaction of high school equivalency certificate requirements.
achievement of the 8.0 grade level in reading, English and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 4 Quarters

MARKETING ADMINISTRATION COURSE OUTLINE

		Credit Hours
CMP 101	Introduction to Microcomputers	3
ENG 111	Business English	5
ENG 112	Business Communications	5
MAT 111	Business Math	5
PSY 100	Interpersonal Relations and Professional Development	3
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 104	Principles of Economics	5
MKT 106	Fundamentals of Selling	5
MKT 107	Buying	8
MKT 108	Advertising	4
MKT 109	Visual Merchandising	4
MKT 110	Entrepreneurship	8
MKT 130	Marketing Administration O.B.I. I	3
MKT 131	Marketing Administration O.B.I. II	3
XXX XXX	Elective	12

MICROCOMPUTER SPECIALIST

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements for admission to the Microcomputer Specialist program are:

attainment of 16 or more years of age;
documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements;
achievement of the 9.5 grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 5 Quarters

MICROCOMPUTER SPECIALIST COURSE OUTLINE

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

PRACTICAL NURSING

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

The requirements of admission to the Practical Nursing program are:

attainment of 17 or more years of age;
documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements;
documentation of a physical and dental report;
two personal references;
achievement of the 9th grade level in reading, English, and math as shown on a statistically validated test or an SAT score of 350 math and 350 verbal; and
completion of application and related procedures.

Length of Program: 5 Quarters

PRACTICAL NURSING COURSE OUTLINE

		Credit Hours
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 101	Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 102	Drug Calculation and Administration	3
AHS 103	Nutrition and Diet Therapy I	2
AHS 150	Nutrition & Diet Therapy II	3
NSG 111	Nursing Process I	12
NPT 112	Nursing Process II Practicum	8
NPT 113	Nursing Process III Practicum	8
NPT 214	Nursing Process IV Practicum	5
NPT 215	Nursing Process V Practicum	3
NSG 112	Nursing Process II	9
NSG 113	Nursing Process III	9
NSG 214	Nursing Process IV	10
NSG 215	Nursing Process V	2
XXX XXX	Electives	3

WELDING AND JOINING TECHNOLOGY

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

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

attainment of 16 or more years of age;
achievement of the 7th grade level in reading, English, and math as shown on a statistically validated test; and
completion of application and related procedures.

Length of Program: 4 Quarters

WELDING AND JOINING TECHNOLOGY COURSE OUTLINE

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

SPECIALIZED PROGRAMS

COMMERCIAL TRUCK DRIVING

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

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

must be at least 18 years of age;
must obtain an appropriate license;
can have no more than 8 points on the Georgia violater scale;
can have no DUI in the past seven years;
must sign a traffic information (MVR) and release form;
must obtain a statistically validated placement test score at or above the 25th percentile in reading and basic math;
must pass DOT physical examination fulfilling requirements of Motor Carrier Safety Regulations. (Physical must be current within 30 days.)
must complete an application of admission.

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

COMMERCIAL TRUCK DRIVING COURSE OUTLINE

The standard curriculum for the Truck Driving program is set up as an eight week, 240-hour program. The program is predicated on a student-to-equipment ratio of 3 to 1 and an instructor-to-student ratio of 1 to 6. Also, each student should receive a minimum of 1000 miles driving on various kinds of public roads. The four courses which comprise the program are listed below.

		Credit Hours
CTD 101	Fundamentals of Commercial Truck Driving	4
CTD 102	Basic Operation	3
CTD 103	Advanced Operation	4
Total class/lab hours per week and credits		11
For a company interested in developing a cooperative arrangement with a school, the internship can replace CTD 103 - Advanced Operations.		
CTD	Internship	4

COURSE DESCRIPTIONS

ACC 101 Principles of Accounting I **Credit Hours: 5**
Prerequisite: Provisional admission

Introduces the student to the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary, introduction to transactions, debits and credits, journalizing, posting, financial statements, adjusting, closing, and banking procedures. Laboratory work demonstrates theory presented in class.

ACC 102 Principles of Accounting II **Credit Hours: 5**
Prerequisites: Program admission; ACC 101; MAT 111

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

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

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

ACC 104 Computerized Accounting **Credit Hours: 3**
Prerequisites: ACC 102; BUS 101; BUS 104

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

ACC 105 Management Systems I **Credit Hours: 3**
Prerequisites: ACC 101; BUS 101; BUS 104

Emphasizes use of database management software packages for accounting/financial applications. Topics include: data entry; data access; data manipulation and updating; database creation; sort, index, query, and print functions for file documentation; and use of financial data manipulation to facilitate management decision making. Laboratory work includes theoretical and technical application.

ACC 106 Management Systems II **Credit Hours: 3**
Prerequisites: ACC 101; BUS 101; BUS 104

Provides instruction in the use of electronic spreadsheet software packages for accounting/financial applications. Students become proficient in creation, modification, and combination of spreadsheets. Topics include: editing and deleting entries; automatic programming of spreadsheet functions; computations through the use of formula and/or logic functions; creation of spreadsheets; and applications for depreciation, perpetual inventory, financial statements, analysis and projections, and cumulative totals. Laboratory work includes theoretical and technical application.

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

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

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

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

ACR 105 Body Fiberglass Plastic and Rubber Repair Techniques **Credit Hours: 3**
Prerequisites/Corequisites: Program admission, ACR 100, ACR 101, ACR 102.

Provides instruction in non-metallic auto body repair techniques. Topics include: cracked and splintered areas, bonding agent repair, plastic and fiberglass body parts, fiberglass header panels, plastic and rubber bumper covers, plastic identification, and plastic and rubber welding.

ACR 106 Welding and Cutting **Credit Hours: 3**
Prerequisite/Corequisites: ACR 100, ACR 107

Introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques. Topics include: MIG welding, oxyfuel welding, metal cutting techniques, resistance welding, unibody welding techniques, weld removal techniques, and safety procedures.

ACR 107 Trim, Accessories, and Glass **Credit Hours: 2**
Prerequisite/Corequisite: Provisional admission, ACR 100

Provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile. Topics include: interior and exterior trim, mirrors, weather stripping, stationary and non-stationary glass, interior components, fasteners, and safety procedures.

ACR 109 Damage Identification and Assessment **Credit Hours: 3**
Prerequisites: Program admission, MAT 101, ENG 101, ACR 101, ACR 102, ACR 106, ACR 107, ACR 110

Introduces procedures and resources used in the identification and assessment of automotive collision damages. Topics include: assessment plan determination, damage analysis, collision estimation, service manual use, and computerized estimation.

ACR 110 Minor Collision Repair **Credit Hours: 2**
Prerequisite/Corequisite: Provisional admission, ACR 100

Introduces the materials and operations required to repair minor collision damage. Topics include: pick, file, and finish procedures; body repair materials; body fillers usage; disc grinder procedures; pull rod and slide hammer usage; and safety procedures.

ACR 120 Conventional Frame Repair **Credit Hours: 2**
Prerequisite: ACR 109

Emphasizes the diagnosis, straightening, measurement, and alignment of conventional automobile and truck frames. Topics include: tram and centering gauge systems, damage diagnosis, equipment types, straightening and alignment techniques, and safety precautions.

ACR 121 Unibody Identification and Damage Analysis **Credit Hours: 2**
Prerequisite: ACR 109.

Provides instruction in the identification and analysis of various forms of unibody damage. Topics include: identification of collapse or buckle damage; sag, sideways, twist, and secondary damage; and lift equipment usage and safety.

ACR 100 Safety **Credit Hours: 1**
Prerequisite: Provisional admission.

Provides instruction in procedures and practices necessary for safe operation of automotive collision repair facilities. Topics include: work facility safety and cleanliness, safety devices, fire prevention and safety, and environmental safety.

ACR 101 Automobile Components Identification **Credit Hours: 3**
Prerequisites/Corequisites: Provisional admission, ACR 100

Introduces the structural configuration and identification of the structural members of various automotive unibodies and frames. Topics include: unibodies, frame types, stub frame types, body panels, and mechanical components.

ACR 102 Equipment and Hand Tools Identification **Credit Hours: 1**
Prerequisites/Corequisites: Provisional admission, ACR 100

Introduces equipment and hand tools used in automotive collision repair. Topics include: safety procedures, hand tools identification, power hand tools, air supply systems, and hydraulic systems.

ACR 104 Mechanical and Electrical Systems **Credit Hours: 2**
Prerequisites/Corequisites: Program admission, ACR 100, ACR 101, ACR 102.

Introduces various mechanical and electrical systems requiring repair of damages incurred through automobile collisions. Topics include: engine accessory systems, emission control systems, air conditioning systems, braking systems, steering columns, engine removal and replacement sequence, lighting systems, and engine wiring.

ACR 122 Unibody Measuring and Fixturing Systems **Credit Hours: 2**
Prerequisite/Corequisite: ACR 121

Provides instruction in a variety of alignment measuring and fixturing systems. Topics include: universal mechanical system, universal laser system, dedicated fixture system, upper body panel measurement, and English/metric tape alignment measurement.

ACR 123 Unibody Straightening Systems and Techniques **Credit Hours: 4**
Prerequisite: ACR 122, ACR 127.

Introduces unibody straightening systems and techniques used in automotive collision repair. Topics include: equipment types and usage, safety procedures, primary/rough and secondary damage pull, single and multiple pull correction, and impact or pull stress relief.

ACR 124 Unibody Welding Techniques **Credit Hours: 3**
Prerequisite: ACR 122.

Provides instruction in specific welding applications in automotive collision repair. Topics include: MIG welder panel welding, plug weld, butt weld, lap weld, and safety procedures.

ACR 125 Unibody Structural Panel Repair and Replacement **Credit Hours: 4**
Prerequisite/Corequisite: ACR 122, ACR 124

Provides instruction in attachment methods, proper repair and replacement of structural panels, dimensional control, areas of high stress concentration, sectional principles, and crush zones. Selection and preparation of recycled parts will be emphasized. Topics include: primary structure, rear cross member, apron and rails, trans X members, rockers, w/s posts, hinge pillars, center pillars, floor pans, spot weld removal, panel sectional cuts, and damaged panel removal and replacement.

ACR 126 Conventional Body Structural Panel Repair **Credit Hours: 2**
Prerequisite/Corequisite: ACR 120

Introduces conventional body structural panel repair. A variety of removal and replacement techniques is emphasized. Topics include: partial or complete quarter panel removal and replacement, rocker panel removal and replacement, and center pillar post removal and replacement.

ACR 127 Unibody Suspension and Steering Systems **Credit Hours: 1**
Prerequisite/Corequisite: ACR 122

Provides instruction in unibody suspension and steering system damage analysis and repair. Topics include: removal and replacement of suspension parts and rack and pinion steering parts, damage analysis, quick check system damage determination, front end suspension equipment, and safety procedures.

ACR 128 Bolt-On Body Panel Removal and Replacement **Credit Hours: 3**
Prerequisite: Provisional admission

Provides instruction in the removal and replacement of bolt-on automobile body panels. Topics include: hoods, decks, header panels, fenders, doors, headlamp and filler panels, grill, and headlamp adjustment.

ACR 130 Sanding, Priming, and Paint Preparation **Credit Hours: 4**
Prerequisites/Corequisites: Provisional admission, ACR 100

Introduces the materials and procedures involved in preparing automobile bodies for refinishing. Topics include: feather edging, masking procedures, safety procedures, surface preparation, corrosion preventative application, primers, sealers, primer surfacer applications, and spraygun operation and maintenance.

ACR 131 Acrylic Lacquer Refinishing Application **Credit Hours: 5**
Prerequisite: ACR 109

Provides instruction in the equipment, material, and techniques used in the application of acrylic lacquer paint. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; metals preparation and priming; equipment use and maintenance; base coat and clear coat application; color application of solid and metallic finishes; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and polishing and compounding procedures.

ACR 132 Special Refinishing Application **Credit Hours: 4**
Prerequisite: ACR 109

Provides instruction in the equipment, material, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; preparation and priming; equipment use and maintenance; color application; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; interior and exterior trim panel refinishing; and retexturing and refinishing of fiberglass, plastics, and rubber.

ACR 133 Acrylic Enamels Refinishing Application **Credit Hours: 5**
Prerequisite: ACR 109.

Provides instruction in the equipment, material, and techniques used in the application of urethane enamels paint. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; metals preparation and priming; equipment use and maintenance; base coat and clear coat application; color application of solid and metallic finishes; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and polishing and compounding procedures.

ACR 134 Urethane Enamels Refinishing Application

Provides instruction in the equipment, material, and techniques used in the application of urethane enamels paint. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; metals preparation and priming; equipment use and maintenance; base coat and clear coat application; color application of solid and metallic finishes; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and polishing and compounding procedures.

ACR 135 Tint and Match Colors **Credit Hours: 6**
Prerequisite: ACR 130, ACR 132, ACR 133, or ACR 134

Introduces methods and techniques used in the process of color matching and production. Topics include: tinting methods, gun techniques, variables adjustments, color flip-flop (light reflection angle variance), and reduction procedures.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AHS 101 Anatomy and Physiology **Credit Hours: 5**
Prerequisite: Provisional admission.

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

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

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

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

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

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

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

AUT 100 Introduction to Automotive **Credit Hours: 3**
Prerequisite: Provisional admission

Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety regulations and procedures; legal/ethical responsibilities; shop organization, management, and work flow systems; measurement concepts, instruments, and techniques; machining operations and procedures; and hand tool use.

AUT 101 Engine Theory Diagnosis and Repair **Credit Hours: 5**
Prerequisites/Corequisites: AUT 100 and Provisional admission

Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general diagnosis of engines; inspection, diagnosis, and repair of the cylinder head; and valve trains, engine blocks, lubrication systems, and cooling systems.

AUT 102 Brakes Systems **Credit Hours: 6**
Prerequisites/Corequisites: AUT 100 and Provisional admission.

Introduces fundamental hydraulics and braking systems theory and its application to automotive drum, disc, and power assist units. Topics include: theory, diagnosis, and repair of hydraulic systems; and drum brakes, disc brakes, and power assist units.

AUT 103 Suspension and Steering Systems **Credit Hours: 8**
Prerequisites/Corequisites: AUT 100 and Provisional admission.

Introduces the basic principles, diagnosis, adjustment and repair of automotive suspension and steering systems. Topics include: steering systems diagnosis and repair; wheel alignment, diagnosis, adjustment, and repair; suspension system diagnosis and repair; and wheel and tire service.

AUT 104 Automatic Transmission/Transaxle I **Credit Hours: 3**
Prerequisites/Corequisites: AUT 100 Program admission.

Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include: adjustment, inspection, and replacement of transmission/transaxle parts within the car; and leakage and service.

AUT 105 Clutch Diagnosis and Repair **Credit Hours: 5**
Prerequisites/Corequisites: AUT 100 and Program admission

Introduces fundamental principles of clutch operations, diagnosis of malfunctions, testing procedures, and repair. Topics include: clutch operation; clutch diagnostic techniques, inspection and testing procedures; and removal, repair and replacement operations.

AUT 106 Introduction to Automotive Electrical Systems **Credit Hours: 6**
Prerequisites/Corequisites: AUT 100 and Program admission.

Introduces electrical theory and its application to automotive systems. Topics include: electromagnetic theory, electrical components, power sources, use of meters, and application of Ohm's law.

AUT 107 Starting and Charging Systems **Credit Hours: 5**
Prerequisite/Corequisite: AUT 106

Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include: battery diagnosis and service; current and voltage tests; inspection, diagnostic testing, and replacement of starting system components; inspection; and diagnostic testing and repair of replacement of regulator and alternator components and systems.

AUT 108 Ignition Systems **Credit Hours: 6**
Prerequisite: AUT 106.

Introduces the fundamental theory, diagnosis, repair, and service of conventional and electronic automotive ignition systems. Topics include: operational theory, diagnostic procedures, repair/replacement of defective components, and total system performance analysis.

AUT 109 Electrical/Electronic Instrumentation **Credit Hours: 7**
Prerequisite: AUT 106.

Introduces automotive electrical/electronic accessories, safety systems, and electronic devices. Topics include: diagnosis and repair of lighting systems, gauges, warning devices, driver information system, horn and windshield wiper/washer system, and other accessories.

AUT 111 Fuel and Exhaust Systems **Credit Hours: 3**
Prerequisite: AUT 106.

Introduces fuel and exhaust systems theory, diagnosis, repair, and service for carburetion and fuel injection. Topics include: safety, theory of operation, diagnosis of malfunctions, inspection of systems and components, adjustment procedures, removal and replacement procedures, and diesel service.

AUT 112 Emission Control Systems **Credit Hours: 12**
Prerequisite: AUT 106.

Introduces the operation of systems related to the control of automotive emissions. Topics include: theory of operation, component testing, positive crankcase ventilation, spark timing controls, sensors and electronic controls, and exhaust gas recirculation and treatment.

AUT 202 Automatic Transmission/Transaxle II **Credit Hours: 13**
Prerequisite/Corequisite: AUT 104 and Program admission.

Introduces automatic transmission/transaxle theory, fundamental hydraulic circuitry, testing, diagnostic techniques, and overhaul procedures. Topics include: fundamental transmission/transaxle operation; power flow; and diagnosis, removal, repair, and replacement procedures.

AUT 203 Manual Transmission/Transaxle **Credit Hours: 3**
Prerequisite/Corequisite: AUT 105 and Program admission

Introduces fundamentals of manual transmission/transaxle operation, diagnostic techniques, and repair measures. Topics include: fundamentals of operation; diagnostic techniques; and removal, repair, and replacement procedures.

AUT 204 Drivelines **Credit Hours: 3**
Prerequisites: AUT 100 and Program admission.

Emphasizes the fundamental theory, diagnosis, service, and repair of universal joints, differentials, final drives, and shafts. Topics include: rear wheel drive, front wheel drive, universal joints, constant-velocity joints, and differentials emphasizing limited slip differentials.

AUT 205 Four Wheel Drive Component **Credit Hours: 3**
Prerequisite: AUT 100 and Program admission

Introduces fundamental four-wheel drive operation, diagnosis of malfunctions, and repair procedures. Topics include: operation of four wheel drive components, inspection and diagnosis procedures, and repair of transfer case and locking hubs.

AUT 206 Heating and Air Conditioning Systems **Credit Hours: 6**
Prerequisites: AUT 106.

Introduces theory and operation of automotive heating and air conditioning systems. Student attains proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: operational theory, air conditioning systems, refrigeration components, evaporator and related components; heating and engine cooling systems, and control systems.

AUT 208 Automotive Technology Internship **Credit Hours: 12**
Prerequisite: All non-elective courses required for program completion (Students enrolling in AUT 208 are exempted from the PSY 100 requirement.)

Provides student work experience in the occupational environment. Topics include: application of prerequisite knowledge and skills, practicing employability skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The Automotive Technology Internship is implemented through the use of written individualized training plans, written performance evaluation, and required integrative experiences.

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

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

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

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

BUS 103 Advanced Typewriting **Credit Hours: 4**
Prerequisites: BUS 102; ENG 111

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

BUS 104 Information Processing I **Credit Hours: 5**
Prerequisite: BUS 101

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

BUS 105 Information Processing II **Credit Hours: 3**
Prerequisites: Program admission; BUS 104

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

BUS 106 Office Procedures **Credit Hours: 3**
Prerequisite: Program admission

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

BUS 107 Machine Transcription **Credit Hours: 2**
Prerequisites: BUS 101, BUS 104, ENG 111

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

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

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

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

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

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

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

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

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

BUS 203 Office Management **Credit Hours: 4**
Prerequisites: BUS 106; PSY 100

Provides students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

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

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

BUS 206 Speedwriting II **Credit Hours: 6**
Prerequisites: BUS 110

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

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

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

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

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

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

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

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

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

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

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

BUS 215 Medical Secretary Internship **Credit Hours: 12**
Prerequisites: Successful completion of all required coursework.

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

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

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

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

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

BUS 219 Legal Secretary Internship **Credit Hours: 12**
Prerequisites: Successful completion of all requirements

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

BUS 221 Secretary Internship **Credit Hours: 6**
Prerequisites: Successful completion of all required coursework

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

BUS 222 Shorthand III **Credit Hours: 3**
Prerequisites: BUS 205

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

BUS 223 Speedwriting III **Credit Hours: 3**
Prerequisites: BUS 206

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

BUS 224 Administrative Assistant Internship **Credit Hours: 8**
Prerequisites: Successful completion of all required coursework.

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

BUS 225 Office Simulation **Credit Hours: 8**
Prerequisites: Successful completion of all required course work in a Business and Office Technology specialization area.

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

BUS 226 Advanced Secretarial Internship **Credit Hours: 3**
Prerequisite: Successful completion of BUS 221 Secretary Internship

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

BUS 227 Advanced Administration Assistant Internship **Credit Hours: 3**

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

CIS 101 Keyboarding **Credit Hours: 3**

Prerequisite: Provisional admission

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

CIS 102 Introduction to Computers **Credit Hours: 5**

Prerequisite: Provisional admission

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

CIS 103 Operating Systems Concepts **Credit Hours: 6**

Prerequisite/Corequisite: CIS 102

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

CIS 105 Program Design and Development **Credit Hours: 5**

Prerequisite/Corequisite: ENG 111; ENG 112; MAT 111

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

CIS 112 Systems Analysis and Design **Credit Hours: 5**

Prerequisite/Corequisite: Program admission; CIS 105 preferred

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

CIS 113 COBOL I **Credit Hours: 8**

Prerequisite/Corequisite: Program admission; CIS 105 preferred

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COS 107 Haircutting Techniques **Credit Hours: 1**
Prerequisite: COS 106

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

COS 108 Permanent Waving and Relaxing **Credit Hours: 2**
Prerequisite: COS 101

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

COS 109 Hair Color **Credit Hours: 1**
Prerequisite: COS 102

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

COS 110 Skin, Scalp, and Hair **Credit Hours: 1**
Prerequisite: COS 103

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

COS 111 Styling **Credit Hours: 2**
Prerequisite: COS 105

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DDF 107 Introduction to CAD **Credit 4**
Prerequisites/Corequisites: CMP 101; DDF 103; MAT 104

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

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

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

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

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

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

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

ELC 103 Introduction to Electronic Technology **Credit Hours: 2**
Prerequisite: Provisional admission

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

ELC 104 Soldering Technology I **Credit Hours: 1**
Prerequisite: Provisional admission

Develops the ability to solder circuits and repair printed circuit boards with accuracy and speed. Topics include: soldering procedures and safety practices, desoldering, grounding, repair of printed circuit boards, and surface mount techniques.

ELC 106 Direct Current Circuits I **Credit Hours: 4**
Prerequisites/Corequisites: ELC 103, ELC 104, MAT 103

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

ELC 108 Direct Current Circuits II **Credit Hours: 7**
Prerequisite/Corequisite: ELC 106

Continues direct current (DC) concepts and applications. Topics include: DC theorems, RL/RC time constants, and reinforcement of laboratory procedures and safety practices.

ELC 109 Alternating Current I **Credit Hours: 7**
Prerequisite/Corequisite: MAT 104

Introduces the theory and application of varying sine wave voltages and current. Topics include: AC wave generation factors such as peak, peak to peak, average, and RMS valves of AC voltage and current; frequency and phase relationship in resistive, RL, RC, and RCL circuits; and impedance, admittance, conductance, and power factors calculated from given and/or measured data.

ELC 110 Alternating Current II **Credit Hours: 7**
Prerequisite/Corequisite: ELC 109

Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC analyzers and oscilloscopes. Topics include: simple RL, RC, and RLC circuits; AC circuit resonance; filter, impedance bridge, and test equipment use; transformer theory, operation, calculations, and applications; non-sinusoidal wave forms; three phase circuit calculations; and AC motor and generator theory.

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

Introduces the fundamental concepts and operations necessary to electronic microcomputer applications. Topics include: computer terminology, operating systems, data storage, file management, equipment care and operation, electronic end-user software, and block diagrams.

ELC 112 Electronic Microcomputer Applications II **Credit Hours: 3**
Prerequisite/Corequisite: ELC 111

Continues the development of skills in using the microcomputer for electronic technology applications. Topics include: flow chart concepts, electronic problem solving using high level language, operation of end-user software, and structured programming.

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

Introduces the physical characteristics and application of solid state devices. Topics include: semiconductor physics, PN diodes and power supply, bipolar junction transistors and amplifiers, and field effect transistors.

ELC 115 Solid State Devices II **Credit Hours: 4**
Prerequisite/Corequisite: ELC 111

Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: special diodes such as silicon control ratifiers, triacs, diacs, and unijunction transistors; power control and switching devices; and display/optical devices such as light emitting diodes, liquid crystal displays, optical isolators and couplers, and fiber optics.

ELC 116 Soldering Technology II **Credit Hours: 1**
Prerequisites/Corequisites: ELC 104, ELC 115

Emphasizes development of skills in reworking and repairing of electronics circuits. Topics include: soldering and desoldering, advanced repair and rework problems, and construction techniques.

ELC 117 Linear Integrated Circuits **Credit Hours: 7**
Prerequisite/Corequisite: ELC 114

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, active filters, timers, voltage regulators, and phase lock loops.

ELC 118 Digital Electronics I **Credit Hours: 7**
Prerequisite/Corequisite: ELC 108

Introduces the basic building blocks of digital circuits. Topics include: Boolean algebra and minimization concepts; digital test equipment; AND, OR, NOR, NAND gates, and truth tables.

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

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

ELC 120 Microprocessors I **Credit Hours: 7**
Prerequisite/Corequisite: ELC 119

Introduces the fundamentals of current microprocessors. The course focuses on current generation microprocessors. Topics include: microprocessor architecture, machine language, assembly language, assembler, addressing schemes, debugging, memory devices, and use of diagnostic programs.

ELC 121 Microprocessors II **Credit Hours: 7**
Prerequisite/Corequisite: ELEC 120

Continues the in-depth study of current microprocessors. Emphasis is placed on application and operation of current generation microprocessors. Topics include: machine and assembly language, assembler, addressing schemes, debugging, memory devices, and use of diagnostic programs.

ELC 122 Microprocessor Interfacing **Credit Hours: 7**
Prerequisite/Corequisite: ELC 121

Develops skills in using fundamental microprocessor interfacing with memory and programmable interface adapters. Topics include: interfacing, memory configuration, input/output, and programmable peripheral interfaces.

ELC 123 Communications Electronics Survey **Credit Hours: 7**
Prerequisite/Corequisite: ELC 115

Introduces the fundamental concepts and devices used in electronics communications. Topics include: transmission, modulation and detection, receivers, transmitters, propagation, antennas, and deterioration.

ELC 124 Industrial Electronics Survey **Credit Hours: 4**
Prerequisite/Corequisite: ELC 120

Introduces the fundamental concepts and technologies utilized in industrial electronics applications. Topics include: process controls, sensors, motor controls, programmed controls, mechanical devices, fluid power, and robotics.

ENG 095 Developmental English I **Credit Hours: 5**
Prerequisites: Placement by diagnostic testing; grade level range: through 4.9

Introduces the standard basic rules of grammar. Topics include: basic vocabulary, sentence capitalization, end punctuation marks, primary word usage in simple sentences, and spelling.

ENG 096 Developmental English II **Credit Hours: 4**
Prerequisites: Developmental ENG 095 or placement by diagnostic testing; grade level range; 5.0 - 6.9.

Emphasizes the standard basic rules of grammar. Topics include: basic capitalization rules; end punctuation marks, commas, and apostrophes; word usage in simple sentences; identification of subjects and predicates; and spelling.

ENG 097 Developmental English III **Credit Hours: 4**
Prerequisites: Developmental ENG 096 or placement by diagnostic testing; grade level range: 7.0 - 8.9.

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

ENG 098 Developmental English IV **Credit Hours: 4**
Prerequisites: Developmental ENG 097 or placement by diagnostic testing; grade level range; 9.0 and above

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

ENG 100 English **Credit Hours: 5**

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

ENG 101 English **Credit Hours: 5**

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

ENG 102 Technical Report Writing **Credit Hours: 5**

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include: accepted methods of describing devices and processes by oral and written means, and the proper use of standards manuals, guides, specifications, and interpretations of data in the report format. Homework assignments reinforce classroom learning.

ENG 111 Business English **Credit Hours: 5**

Emphasizes a functional and comprehensive review of English usage and oral communication skills. Topics include: effective sentence and paragraphs structure, spelling, correct grammar and punctuation, vocabulary development, and reference materials location and utilization.

ENG 112 Business Communication **Credit Hours: 5**

Provides knowledge and application of principles of written and oral communications found in business situations. Topics include: planning, outlining and writing letters and reports from raw data; revising letters and reports; reading; and speaking.

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

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

IMT 102 Hand and Portable Power Tools **Credit Hours: 3**
Prerequisite/Corequisite: IMT 101

Introduces the safe operation of a variety of hand and portable power tools necessary for the maintenance of industrial production equipment. Topics include: hand tool identification, function, and operation; and portable power tool identification, function, and operation.

IMT 103 Blueprints and Schematics **Credit Hours: 4**
Prerequisite: Program admission level math competency

Provides the basic skills necessary to begin reading basic blueprints and schematics. Emphasis is placed on developing the foundation upon which increased skill will be built in electrical, electronics, mechanics, and fluidics courses. Topics include: diagrams, symbols, interpretation of prints, and sketching.

IMT 104 Basic Troubleshooting Techniques **Credit Hours: 5**
Prerequisite: Program admission

Introduces the concepts and procedures necessary to diagnose and verify malfunctions in industrial production equipment. Emphasis is placed on developing a rational and efficient approach to electromechanical problem solving. Topics include: introduction to techniques of troubleshooting, preparing for troubleshooting, data gathering techniques, troubleshooting aids, breakdown maintenance troubleshooting techniques, preventative/predictive troubleshooting techniques, and applied troubleshooting.

IMT 106 Alternating Current Circuits **Credit Hours: 4**
Prerequisite: ELC 109

Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC analyzers and oscilloscopes. Topics include transformer theory, operation, calculations, and applications; three phase AC circuit calculations; AC motor and generator theory; and filter, impedance bridge, and test equipment use.

IMT 108 Elements of Mechanics **Credit Hours: 4**
Prerequisite/Corequisite: MAT 103

Explores basic physics concepts applicable to the mechanics of industrial production equipment. Topics include: forces, equilibrium, friction, rations, and lubrication.

IMT 110 Applied Mechanics I **Credit Hours: 4**
Prerequisite: IMT 108

Introduces basic industrial applications of mechanical principles. Emphasis is placed on power transmission and specific mechanical components. Topics include: mechanical drive systems, bearings, lubrication, and packing and seals.

IMT 112 Mechanical Troubleshooting I **Credit Hours: 1**
Prerequisite/Corequisite: IMT 108

Develops methods and procedures of inspecting and troubleshooting mechanical power transmission equipment with emphasis on preventative maintenance and rapid identification of failure causes. This on-the-job or practicum experience provides an opportunity for students to work with mechanical malfunctions similar to those they will encounter in their future careers. Topics include: linkage and levers, bearings, clutches and brakes, couplings, gear drives, belt drives and chain drives, alignment of systems, shafts, and servicing safety.

IMT 113 Hydraulics I **Credit Hours: 4**
Prerequisite/Corequisite: MAT 103

Explores fundamental concepts and theories for the safe operation of hydraulic components and systems. Topics include: types of fluids, hydraulic theory, preventative maintenance, and symbols and circuitry.

IMT 115 Pneumatics I **Credit Hours: 4**
Prerequisite/Corequisite: IMT 113

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

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

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

IMT 119 Motor Control I **Credit Hours: 4**
Prerequisite/Corequisite: IMT 118

Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation from which specific industrial motor control devices and applications can be learned. Topics include: principles of motor control and control devices.

IMT 120 Motor Control II **Credit Hours: 4**
Prerequisite/Corequisite: IMT 119

Introduces manual motor controls. Emphasis is placed on motor contractors, relays, and magnetic starters with applicable sensing devices, ladder diagrams, and schematics. Topics include: line voltage switching, low voltage switching, and manual controls.

MAT 095 Developmental Math I **Credit Hours: 5**
Prerequisites: Placement by diagnostic testing; grade level range: through 4.9

Introduces elementary arithmetic needed for advancement to the level of basic mathematics. Topics include: Number theory and operation of whole numbers.

MAT 096 Developmental Math II **Credit Hours: 4**

Prerequisites: Developmental MAT 095 or placement by diagnostic testing; grade level range: 5.0 - 6.9

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

MAT 097 Developmental Math III **Credit Hours: 4**

Prerequisites: Developmental MAT 096 or placement by diagnostic testing; grade level range: 7.0 - 8.9

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

MAT 098 Developmental Pre-Algebra **Credit Hours: 4**

Prerequisites: Developmental MAT 097 or placement by diagnostic testing; grade level range: 9 and above

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

MAT 100 Basic Mathematics **Credit Hours: 5**

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

MAT 101 General Mathematics **Credit Hours: 5**

Emphasizes mathematical skills that can be applied to the solution of occupational and technical problems. Topics include: properties of numbers, fraction, decimals, percents, ratio/proportion, measurements and conversions, exponents, and geometric and technical formulas. Class includes lectures, applications, and homework to reinforce learning.

MAT 103 Algebraic Concepts **Credit Hours: 5**

Introduces concepts and operations which can be applied to the study of algebra. Topics include: a review of arithmetic, signed numbers, order of operations, unknowns and variables, algebraic expressions, equations and formulas, and graphs. Class includes lecture, applications, and homework to reinforce learning.

MAT 104 Geometry and Trigonometry **Credit Hours: 5**

Prerequisite: MAT 013

Emphasizes the development of algebraic concepts and introduces geometric and trigonometric concepts. Topics include: exponents, algebraic fractions, higher order equations, functions, linear geometry, two dimensional geometry, three dimensional geometry, and trigonometric functions. Class includes lectures, applications, and homework to reinforce learning.

MAT 111 Business Math **Credit Hours: 5**

Emphasizes mathematical concepts found in business situations. Topics include: basic mathematical skills, mathematical skills in business related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators.

MCH 101 Introduction to Machine Tool **Credit Hours: 7**
Prerequisite: Provisional admission

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: use of hand and bench tools and use of power tools.

MCH 102 Blueprint Reading For Machine Tool **Credit Hours: 5**
Prerequisite: Provisional admission

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

MCH 103 Applied Measurement **Credit Hours: 2**
Prerequisite: Provisional admission

Develops skills necessary for the use and analysis of measurement for machine tool technology. Topics include: use of precision measuring instruments, use of comparison gages, and analysis of measurements.

MCH 106 Welding for Machine Tool **Credit Hours: 1**
Prerequisite: Provisional admission

Introduces basic welding skills necessary for use in machine tool applications. Topics include: arc welding and gas welding.

MCH 107 Characteristics of Metal/Heat Treatment **Credit Hours: 5**

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

MCH 109 Sawing and Drilling **Credit Hours: 2**
Prerequisite: Provisional admission

Introduces the basic knowledge and techniques for operation of sawing and drilling machines. Topics include: saw selection, blade selection, feed and speeds determinations, use of coolants, saw and saw blade maintenance and sawing operations.

MCH 110 Lathe Operations **Credit Hours: 11**
Prerequisite: Provisional admission

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

MCH 111 Vertical Mill Operations **Credit Hours: 10**
Prerequisite: Provisional Admission

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

MCH 112 Surface Grinder Operations **Credit Hours: 3**
Prerequisite: Provisional admission

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

MCH 113 Horizontal Mill Operations **Credit Hours: 9**
Prerequisite: Provisional admission

Provides instruction in horizontal milling calculations, setup, and operations. Topics include: horizontal milling machines, horizontal milling machines calculations, horizontal milling machines mill setup, and horizontal milling machine operation.

MCH 118 Computer/CNC Literacy **Credit Hours: 5**
Prerequisite: MCH 109

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

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

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

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

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

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

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

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

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

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

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

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

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

MKT 107 Buying **Credit Hours: 8**
Prerequisite: Program admission level math competency

Introduces the fundamental principles of buying, merchandising, and accounting for products and services. Topics include: assortment planning; locating resources; ordering merchandise; pricing for profit; and financial statements, ratios, and accounting vocabulary.

MKT 108 Advertising **Credit Hours: 4**
Prerequisite: Program admission

Introduces the fundamental principles and practices associated with advertising activities. Topics include: the purpose of advertising and other sales promotional techniques; principles of advertising; budgeting; marketing and advertising plans; regulations and controls of advertising; media evaluation, target marketing, and selection; campaign planning; and trends in advertising.

MKT 109 Visual Merchandising **Credit Hours: 4**
Prerequisite: Provisional admission

Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of business. Emphasis will be placed on design, color, tools, and materials, and installation of displays. Topics include: design principles, color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety.

MKT 110 Entrepreneurship **Credit Hours: 8**
Prerequisite: Program admission level math competency

Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of business plan.

MKT 112 Principles of Banking **Credit Hours: 5**
Prerequisite: Provisional admission

Introduces the student to the history, documents, and operational functions of the banking industry. Topics include: history, documents, operations, and specialized services.

MKT 113 Money and Banking **Credit Hours: 5**
Prerequisite: Program admission

Emphasizes the relevance of monetary instruments, intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include: history and evolution of financial institutions; monetary instruments and flow; and central banking, operation, and policies.

MKT 114 Financial Business Machines **Credit Hours: 3**
Prerequisite: MAT 111

Emphasizes basic use of the calculator, teller terminal, proof machine, and financial computer. Topics include: introduction to types of equipment, calculators, teller machines, proof machines, and financial computers.

MKT 115 Financial Management **Credit Hours: 4**
Prerequisites: ACT 101, MAT 111

Provides knowledge and applications in the management of personal and consumer finance. Topics include: record keeping, budgeting, credit principles, investment principles, and forecasting.

MKT 122 Merchandising Management **Credit Hours: 5**
Prerequisite: Program admission

Develops skills for the potential entrepreneur to effectively merchandise and manage a business. Topics include, but are not limited to: principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, and types of discounts.

MKT 123 Small Business Management **Credit Hours: 8**
Prerequisites: ACC 101, ENG 111, MAT 111

Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include: management principles, marketing functions, financial applications, and the trend toward growing entrepreneurial potential.

MKT 125 Retail Operations Management **Credit Hours: 7**
Prerequisite: Program admission

Emphasizes planning, organizing, and managing of retail firms. Topics include: organizational development, strategic and short-term planning and organization, human resource management, inventory controls, analysis of profit and loss statements and balance sheets, and entrepreneurship.

MKT 130 Marketing Administration **Credit Hours: 3**

Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, a required weekly seminar, and required practicum or on-the-job training.

MKT 131 Marketing Administration **Credit Hours: 3**
Prerequisite/Corequisite: MKT 130

Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include, but are not limited to: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, a required weekly seminar, and required practicum or on-the-job training.

NPT 112 Nursing Process II Practicum **Credit Hours: 8**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NSG 112

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, a deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, gastrointestinal systems and associated illness; pharmacology; nursing procedures/techniques, and utilizing the nursing process.

NPT 113 Nursing Process III Practicum **Credit Hours: 8**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NSG 113

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: musculoskeletal, neurological, integumentary, and sensory systems, mental health and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process.

NPT 214 Nursing Process IV Practicum **Credit Hours: 5**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NPT 215; NSG 214; NSG 215

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: the reproductive system, obstetrics, maternal/child and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process.

NPT 215 Nursing Process V Practicum **Credit Hours: 3**
Prerequisites: AHS 102; NPT 112; NPT 113; NSG 112; NSG 113
Corequisites: NPT 214; NSG 214; NSG 215

Builds on the concepts presented in Nursing Process I - II and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

NSG 111 Nursing Process I **Credit Hours: 12**
Prerequisites: AHS 101; ENG 101; MAT 101; PSY 101

An introduction to the nursing process. Topics include: ethics and law, professional orientation, community health, infection control, patient care, application of therapeutic procedures and treatment, first aid, CPR, geriatrics, oncology, and utilizing the nursing process.

NSG 112 Nursing Process II **Credit Hours: 9**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NPT 112

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; pharmacology; nursing procedures/techniques; and utilizing the nursing process.

NSG 113 Nursing Process III **Credit Hours: 9**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisite: NPT 113

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: musculoskeletal, neurological, integumentary, and sensory systems; mental health and associated illness; pharmacology; nursing procedures/techniques; and utilizing the nursing process.

NSG 214 Nursing Process IV **Credit Hours: 10**
Prerequisites: AHS 102; AHS 103; NSG 111
Corequisites: NPT 214; NPT 215; NSG 215

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: the reproductive system; obstetrics; maternal/child and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process.

NSG 215 Nursing Process V **Credit Hours: 2**
Prerequisites: NPT 112; NPT 113; NSG 112; NSG 113
Corequisites: NPT 214; NPT 215; NSG 214

Builds on the concepts presented in Nursing Process I - II and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

PSY 100 Interpersonal Relations and Professional Development **Credit Hours: 3**

Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: personal skills required for understanding the self and others; projecting a professional image; job acquisition skills such as conducting a job search, interviewing techniques, job application, and resume preparation; desirable job performance skills; and desirable attitudes necessary for job retention and advancement.

RDG 095 Developmental Reading I **Credit Hours: 5**
Prerequisites: Placement by diagnostic testing; grade level range: through 4.9

Provides instruction for the development of reading readiness with emphasis on primary and practical reading skills for the adult learner. Topics include: basic sight vocabulary, phonics, word parts, sentence meanings, and occupational/survival reading.

RDG 096 Developmental Reading II **Credit Hours: 4**
Prerequisites: Developmental RDG 095 or placement by diagnostic testing; grade level range: 5.0 - 6.9

Emphasizes the strengthening of fundamental reading competencies. Topics include: word attack skills, spelling, dictionary skills, main ideas and supporting details, following directions, and survival reading.

RDG 097 Developmental Reading III **Credit Hours: 4**
Prerequisites: Developmental RDG 096 or placement by diagnostic testing; grade level range: 7.0 - 8.9

Emphasizes basic vocabulary and comprehension skill development. Topics include: vocabulary development, phonetic and structural analysis, context clues, literal comprehension skills, inferential comprehension skills, study skills and test taking techniques, and introduction to occupational reading materials.

RDG 098 Developmental Reading IV **Credit Hours: 4**
Prerequisites: Developmental RDG 097 or placement by diagnostic testing; grade level range; 9.0 and above

Provides instruction in vocabulary and comprehension skills with emphasis on occupational applications. Topics include: contextual clues, structural analysis, literal and inferential comprehension, critical reading, reading graphic and tabular information, use of technical reading materials, and study skills.

WLD 100 Introduction to Welding Technology **Credit Hours: 6**
Prerequisite: Provisional admission

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety practices; hand tool and power machine operations; measurement; laboratory procedures; introduction to codes and standards; welding career potentials and certification eligibility; basic electricity and power sources; and metals characteristics, preparation, and testing procedures. Laboratory demonstrations parallel class work.

WLD 101 Oxyfuel Cutting **Credit Hours: 4**
Prerequisite/Corequisite: WLD 100

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of oxyfuel cutting torch and flame cutting apparatus, metal heating and cutting techniques, cutting with manual and automatic cutting machines, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 102 Oxyacetylene Welding **Credit Hours: 1**
Prerequisite/Corequisite: WLD 100

Introduces the fundamental theory, safety practices, equipment and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; safety procedures and practices; proper use of gas cylinders, regulators, torches, tips and other oxyacetylene welding apparatus; welding without filler rods; running beads with filler rods; joint design and making butt; lap, and open butt joints; and brazing and soldering. Practice in the laboratory is provided.

WLD 103 Blueprint Reading I **Credit Hours: 3**
Prerequisite/Corequisite: MAT 100

Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines, sketches, basic views, joint design, and detail and assembly prints.

WLD 104 Shielded Metal Arc Welding I **Credit Hours: 6**
Prerequisite/Corequisite: WLD 100

Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; SMAW theory; basic electrical principles; introduction to SMAW machines; equipment setup; identification and selections of low hydrogen, mild steel, and other common electrodes; joint design; selection and preparation of materials; and production of beads and joints in the flat position.

WLD 105 Shielded Metal Arc Welding II **Credit Hours: 6**
Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; horizontal joints; and uses of low hydrogen, mild steel, and other common electrodes in horizontal position welding.

WLD 106 Shielded Metal Arc Welding III **Credit Hours: 6**
Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal are welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student process toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; vertical joints; and applications of low hydrogen, mild steel, and other common electrodes in vertical position welding.

WLD 107 Shielded Metal Arc Welding IV **Credit Hours: 6**
Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; overhead joints; and applications of low hydrogen, mild steel, and other common electrodes in overhead position welding.

WLD 108 Blueprint Reading II **Credit Hours: 3**
Prerequisite: WLD 103

Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: weld symbols and abbreviations; basic joints for weldment fabrications; fillet welds; groove welds; back or baking and melt-thru welds; plug and slot welds; surfacing welds; flash welds and upset welds; and flange, spot, projection and seam welds

WLD 109 Gas Metal Arc Welding (GMAW/MIG) **Credit Hours: 6**
Prerequisite: WLD 100

Provides knowledge of theory, safety practices, equipment, and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices, GMAW theory, machines, and setup; wire specifications; joint design; shielding gases; and production of GMAW beads, bead patterns, and joints in all positions.

WLD 110 Gas Tungsten Arc Welding (GTAW/TIG) **Credit Hours: 4**
Prerequisite: WLD 100

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: safety and health practices; metals weldable using GTAW; shielding gases; metal cleaning procedures; GTAW machines and equipment set-up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints in all positions.

WLD 112 Preparation for industrial Qualification **Credit Hours: 4**
Prerequisite: WLD 101; WLD 102; WLD 105; WLD 106; WLD 107; WLD 108; WLD 109; WLD 110

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: qualification test methods and procedures, codes and standards, fillet and groove weld test specimens, and national industrial student preparation for qualification and job entry.

ADMINISTRATIVE STAFF

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Administrative Assistant ..... Gail Cordell

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Director of Continuing Education ..... Lisa Crisson
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Accountant ..... Wanda Moore
Purchasing ..... Becky Mullinax
Accounting Clerk ..... Martha Stansell

Maintenance ..... Frank Bell
Maintenance ..... Jim Williams

FACULTY

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Cost: $2,723
Quantity: 2600