Walker Technical Institute

1996-1998

CATALOG

WALKER TECHNICAL INSTITUTE
1996-1998 GENERAL CATALOG, VOL. XI

Walker Technical Institute is a Candidate for Accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, Telephone Number 404-679-4501) to award the Associate of Applied Technology Degree

Walker Technical Institute is accredited by the Accrediting Commission of the Council on Occupational Education

AFFILIATIONS:

American Technical Education Association
Associate Member American Association of Community Colleges
Business Council of Georgia
Electronics Technicians Association
Georgia Association of Collegiate Registrars and Admissions Officers
Georgia Association of Student Financial Aid Administrators
Georgia Industrial Developers Association
Georgia Motor Trucking Association

Walker Technical Institute
265 Bicentennial Trail
Rock Spring, GA 30739

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

Walker Technical Institute is a higher education institution of the Georgia Department of Technical and Adult Education and is an Equal Opportunity Educational Institution.

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If you are an individual with a disability who may require assistance or accommodation in order to participate in or receive the benefits of the services, programs, or activities offered by Walker Technical Institute, or if you desire more information, please contact us at (706)764-3510.

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The contents of this catalog do not constitute a contract between Walker Technical Institute and its students on either a collective or individual basis. It represents Walker Technical Institute's best academic, technical, social, and financial planning information at the time the catalog was published. Courses and curriculum changes, modifications of fees, and other changes, plus unforeseen changes in other special aspects of Walker Technical Institute's life sometimes occur after the catalog has been printed but before the changes can be incorporated in a later edition of the same publication. Because of this, Walker Technical Institute does not assume contractual obligation with students for the contents of this catalog.

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

Walker Technical Institute complies fully with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate against individuals with disabilities.

HISTORY OF WALKER TECHNICAL INSTITUTE

Walker Technical Institute was established by an act of the Georgia General Assembly in 1964. The facility was completed in the summer of 1966 with the first students accepted to begin classes in the fall of 1966. Diplomas were offered in eight programs of instruction. Local governance of the institution was provided by the Walker County Board of Education. At the time it opened it was called the Walker County Area Vocational Technical School. The institution was assigned a four county service area in northwest Georgia: Catoosa, Chattooga, Dade and Walker counties. In 1987 the Walker County Board of Education voted to transfer ownership of the institution to the Georgia Department of Technical and Adult Education. This transfer became effective in July 1, 1988. In 1992 Walker Technical Institute was granted authority to award the Associate of Applied Technology degree in seven areas. Today WTI offers the ATT degree with 7 majors and the diploma with 17 majors.

WALKER TECHNICAL INSTITUTE
265 Bicentennial Trail
Rock Spring, Georgia 30739

General Information

GENERAL INFORMATION

THE WALKER TECHNICAL INSTITUTE VISION

Walker Technical Institute is a higher education institution of the Georgia Department of Technical and Adult Education and the primary provider of accessible, high quality educational opportunities in Northwest Georgia. It is an integral component of a seamless educational system offering programs of study that result in the student's achievement of career and personal goals. WTI provides educational experiences that produce graduates noted for their excellence as employees and as lifelong learners.

THE WALKER TECHNICAL INSTITUTE MISSION

The mission of Walker Technical Institute is to offer accessible, high quality educational opportunities that lead to careers in technology, business, health, and human services. The institution offers a variety of educational opportunities leading to the certificate, the diploma, and the AAT degree as well as providing the community with adult literacy, economic development, and personal enrichment programs. The institution's educational programs focus on the development of technical competence and critical thinking skills; social, personal, and intellectual values; and an understanding of society. The Office of the President, and the divisions of Student Services, Administrative Services, Instructional Services, and Economic Development work cooperatively in support of the mission.

This WTI mission is accomplished through a shared institutional value system which recognizes the following student rights:

- The right to learn regardless of age, gender, color, ethnic or linguistic background, marital status, the presence of dependents, disability, or financial circumstances.
- The right to equal opportunity for access to relevant earning opportunities throughout life
- The right to a learning environment which includes appropriate instructional materials, equipment, media, and facilities.
- The right to be taught by competent instructors who possess appropriate subject matter expertise as well as knowledge and skills relating to the teaching/learning process.
- The right to academic support resources including instructional technology that can make self-directed or distance learning possible.
- The right to individualized information and guidance leading toward further study.
- The right to student support services that includes career and personal counseling, advisement, financial aid, and job placement.
- The right to membership in the learning organization that is Walker Technical Institute.

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

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

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

EMERGENCY CLOSING
The President or the 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 the 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 health condition such as diabetes, hemophilia, epilepsy, or any other potentially dangerous ailment should inform his/her instructors and register the problem with the Student Services Office. Applicants must by physically able to attend school regularly and to perform essential class and laboratory functions.

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 complies 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 following:

> 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, 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.

Student Organizations and Activities

STUDENT ORGANIZATIONS AND ACTIVITIES

The following 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 maintain a 3.6 work ethics average 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.

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

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

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

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

In the spring, four local winners are selected by a screening committee. Winner's are awarded a cash prize. Of the four local winners, one will be selected to represent Walker Technical Institute in the state contest. Grades, attitude, personal goals, and self-confidence are considered in selecting GOAL winners.

Admissions

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 policies and procedures governing admission to Walker Technical Institute will:

- Be nondiscriminatory to any eligible applicant regardless of race, color, national origin, sex, disability, 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

Below are the general requirements for admission into the certificate, diploma, or degree programs. Specific admission requirements are listed for each program in the curriculum section of this catalog.

1. An applicant must be at least 16 years of age.
2. Submit a completed application along with a $15 non-refundable application fee (state mandated).
3. Be responsible for submitting an official copy of high school or GED transcript and college transcripts, if applicable. Check requirements for specific program.
4. For placement purposes only, applicants are required to take an exam in writing, reading, numerical skills, and algebra if applicable. This free test is given frequently at convenient times throughout the year. If the applicant does not achieve the required scores for entrance into a program, a second attempt may be made after 30 days.
   After the second attempt, intervention strategies (either developmental classes or tutoring in the adult literacy lab) must be completed before attempting the test again. Enrollment in other classwork while receiving remediation will be determined by the student's program advisor.

   It is required that the application for admission and the application fee $15 be submitted before the test is taken. An appointment for a testing date may be made by calling the testing office. Applicants should bring a photo I.D. (such as a driver's license) to the testing session. **Certain ACT or SAT scores or transferred credits may exempt an applicant from taking part or all of the placement exam. Check with the admissions officer if you think you may qualify.**

5. An orientation program must be attended by each new student. The orientation is designed to acquaint students with school policies, procedures and services.

CATEGORIES OF ADMISSION

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

REGULAR ADMISSION REQUIREMENTS

1. Regular admission of students is contingent upon meeting statewide minimum admissions requirements:

   a. proper completion of application, assessment, and placement procedures and
   b. institutional admissions requirements established for that specific program, (see individual program for admissions requirements).

2. Regular admission of transfer students is contingent upon their meeting the following requirements:

   a. regular admission and good standing at a regionally accredited diploma or degree granting institution and
   b. proper completion of application and related procedures.

PROVISIONAL ADMISSION REQUIREMENTS

1. Provisional admission is granted to students whose placement test scores indicate a need for skills development in English, mathematics, or reading.

2. Some provisionally admitted students may be allowed to enroll in certain courses while enrolled in developmental studies classes.

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

DEVELOPMENTAL STUDIES ADMISSION REQUIREMENTS

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

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

SPECIAL STUDENT ADMISSION REQUIREMENTS
An individual who is not interested in receiving a certificate, diploma or degree may wish to enroll in a course for personal, consumer or occupational purposes. By furnishing proof of being at least 16 years of age and paying the required fees, the individual may enroll in a course. The individual must still complete an admissions application and pay the $15 non-refundable fee and a $10 activity fee.

Courses taken prior to regular admission will be noted on the transcript as non-admitted credits. If students later decided to pursue a degree or diploma, up to 25 hours of non-admitted credit may be used to fulfill requirements for a diploma or degree. For more information, contact the Admissions Office.

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

The transient student must do the following:

a. Submit an application for admission to the host institution. A transient student will be designated as a special student by the host institution for reporting purposes.
b. Present a statement from the Registrar or Academic Dean of the parent institution to the effect that the student is in good standing and is eligible to return to that institution.
   Note: The 25-hour credit maximum may be waived for the student upon the recommendation of the parent institution.
c. Pay scheduled fees of the host institution.

TRANSFER STUDENT ADMISSIONS
Applicants to Walker Technical Institute who have been previously enrolled in one or more institutions of higher education and who wish to enroll in a credit program will be considered for transfer admission. Applicants for transfer admission must meet the following requirements prior to their planned enrollment.

Transfer applicants shall submit to the Admissions Office:

1. A completed application form.
2. A $15.00 non-refundable application fee.
3. An official high school transcript or GED diploma. If an applicant has a baccalaureate degree, a high school transcript is not required. (Exception: A high school transcript is required for all nursing and allied health applicants).
4. Official transcripts from previous institutions of higher education attended that document coursework for which applicants seek credit with a passing grade of C or better.
5. Satisfactory scores on the Asset Placement Test.

Any student who has satisfactorily completed with a "C" grade or better transferable English or mathematics courses may be exempt from taking the placement examination. These courses must be equivalent to the entry level English and math courses required in the applicant's chosen program of study.
A transfer student is admitted to Walker Technical Institute:

1. In good standing if the student was in good standing at the former institution.
2. On probation if the student was on probation at the former institution. A student admitted on probation must earn a grade point average of at least 2.0 on a minimum of five quarter hours during the first quarter enrolled to continue the next quarter.

Transfer students who are on academic exclusion from their former institution are considered for admission to Walker Technical Institute on the same basis as excluded students from WTI who apply for readmisison. Such applicants, if admitted, are admitted on probation as indicated in 2 above. A student admitted on probation must earn a grade point average of at least 2.0 on a minimum of five quarter hours during the first quarter enrolled to continue the next quarter.

TIME LIMITATION FOR PROGRAM COMPLETION

Walker Technical Institute will accept course credits from regionally accredited institutions of higher education without time constraints. The institution does not limit the amount of time it will honor course work taken at WTI. However, at the advisor's discretion, students may be required to repeat course work five years old or older where the course content has changed significantly. There is no minimum amount of time in which a program of study must be completed. Students must take 50% of their program at WTI, however. The typical minimum program length is listed in the Curriculum section of this catalog.

READMISSION OF FORMER STUDENTS

Students who are absent from Walker Technical Institute for one full quarter or more, exclusive of summer quarter, will be required to complete the following:

1. Submit a completed application form to the Admissions Office.
2. Meet the Walker Technical Institute General Catalog admission requirements in effect at the time of re-admission.
3. Submit official transcripts from all institutions of higher education attended since the last enrollment at WTI.

A student who withdraws in good standing during a quarter may return the following quarter without completing a new application for admission.

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 admission requirements as specified in the school catalog. Proof of age must be presented at registration to receive a fee waiver.

OUT-OF-STATE

1. Out-of-state students will be enrolled only on a space available basis. Georgia residents are given preference. (*To be classified as an in-state student for tuition purposes, an individual must show that he-she has been a legal resident of Georgia for a period of no less than 12 months immediately preceding the date of registration. Proof of residency can be documented by a voter registration card, an automobile registration, or a house or apartment lease agreement.)*

2. Out-of-state students may be charged tuition fees twice that charged for Georgia residents. **Walker Technical Institute does not charge out-of-state tuition to students living in out-of-state counties contiguous to the WTI Service Area.**

POLICY ON INTERNATIONAL STUDENTS

Walker Technical Institute is not authorized by the Office of Immigration and Naturalization Services to accept any individual who does not already have legal immigration status. International students seeking admission to Walker Technical Institute must meet the following requirements in addition to the admission procedures for new students:

1. Furnish an official English translation and evaluation of secondary and postsecondary records and transcripts showing passing scores on native secondary school exams and completion of the equivalency of a United States secondary school education.
2. Submit Test of English as a Foreign Language (TOEFL) scores. A minimum score of 500 is required to meet English proficiency requirement.
3. Provide SAT, ACT, or ASSET scores.
4. Pay all costs in full when registering for courses if not eligible for financial aid.
5. Present to the Admissions Office (for photocopying) original document certifying immigrant or non-immigrant status (resident alien card, Form I-94, refugee card, etc.).
6. Foreign and out-of-state students shall be enrolled only on a space available basis and shall not displace any eligible student desiring to enroll who is a resident of Georgia.
7. Foreign students pay four times the tuition required for Georgia residents; this applies to non-immigrant personnel. Foreign immigrants who are permanent residents shall pay the same tuition as citizens of Georgia.

Nursing Admissions

NURSING ADMISSION

INTRODUCTION

The purpose of the Practical Nursing Program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of practical nursing.

The Practical Nursing Program provides educational opportunities regardless of race, color, national origin, religion, sex, age, disability, academic disadvantage, or economic disadvantage.

The Practical Nursing Program is intended to produce graduates who are prepared for employment as practical nurses. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Graduates are also to be competent in the occupational areas of anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care, and wellness and prevention of illness.

The Practical Nursing Program strives to meet the health care needs of the community which it serves, working in conjunction with specific agencies that employ its graduates.

ADMISSION REQUIREMENTS

The following guidelines have been established in considering applicants for admission to the Practical Nursing Program. This policy may be evaluated and revised as deemed necessary by faculty and administration.

A. All applicants to the Licensed Practical Nursing Program must meet the following requirements:
   1. Be 17 or more years of age.
   2. Submit application and $15.00 application fee to Walker Technical Institute Admissions Office.
   3. Take the placement examination (ASSET) and achieve required scores:

		ASSET
a.	Reading Skills	38
b.	English / Writing Skills	35
c.	Math / Numerical Skills	38

   LPN Placement :
   a. Students taking the placement examination for the first time who do not obtain the required scores will be allowed to retest after 30 days.
   b. Students not obtaining the required scores after the second attempt must complete remedial study before being allowed additional retakes.
   4. Complete developmental course work as determined by testing.
   5. Submit student application for practical nursing.
   6. Submit two personal references and an autobiography.
   7. Submit official high school and college transcript or GED test results to Walker Technical Institute.
   8. Have a personal interview with designated school officials upon successful completion of the above.

Students will be selected when the above requirements have been completed based upon "first come, first served" and space available.

B. Students who are transferring from other regionally accredited nursing programs may receive advance placement if:
   1. The above requirements have been met.
   2. Students were in good standing at their previous institution.
   3. A personal reference from the previously attended nursing school faculty has been submitted.
   4. Nursing courses have been completed within two years prior to applying for admission or readmission.
   5. Science courses have been completed within three years prior to applying for admission or readmission.

C. A mandatory orientation to the program will be scheduled prior to beginning nursing courses.

D. Students will submit the following **no later than two weeks before the first clinical.**
   1. A completed physical and dental examination
   2. Liability insurance payment
   3. CPR certification

RETENTION POLICIES

1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next quarter of the nursing program.
2. Students must attain a numerical grade of 70 or better in each nursing course, including clinical rotations to progress in the program.
3. A student must maintain CPR certification and carry professional liability insurance while enrolled in nursing courses.

READMISSION POLICIES

1. All current admission requirements must be met before applying for readmission.
2. Students must continue to be in good standing with the institution and the nursing program, i.e., no disciplinary or academic misconduct on record.
3. After unsuccessfully attempting a course, the student is required to wait at least one quarter before being readmitted into the program.
4. Students who have unsuccessfully attempted a course will be allowed **one** readmission into the Practical Nursing Program. After the second failure, students must reapply to LPN program.

PHYSICAL EXAMINATION

Students are required to submit a completed physical examination form to the nursing office two week before clinicals begin in the Nursing Fundamentals course. The physical must contain current information within the past three months. Included in the physical form must be the results of a TB skin test or chest x-ray, rubella titer, and evidence of tetanus booster within the last ten (10) years. In addition, a drug screen may be required after acceptance into the Practical Nursing program if student behavior warrants.

LIABILITY INSURANCE

Students are required to purchase the liability insurance. In order for the insurance to be effective by the first clinical day, the fee will be due two weeks before the first week of clinical. The approximate cost is $14.50.

GRADUATION REQUIREMENTS

All courses in the nursing curriculum must be completed in order to graduate. Only students who have completed required course work and receive the diploma are eligible to sit for the NCLEX-PN.

Students will be required to demonstrate attainment of stated program competencies by achieving a predetermined score on the NLN and other diagnostic readiness tests. Students not achieving this score will be given remedial work prior to completion of the program.

Practical Nursing Program Essential Skills

1. Meet admission standards.
2. Perform, read and interpret vital body signs.
3. Administer and evaluate all types of medications following safe procedures.
4. Perform sterile and isolation techniques.
5. Assist in lifting, transferring, and moving patients according to set nursing standards.
6. Perform daily functions for patients. (Example: feed, bathe, change bed linen, positioning, elimination, etc.)
7. Read and interpret legal documents within the scope of nursing practice.
8. Perform documentation procedures.
9. Move throughout the clinical site in an efficient manner.
10. Communicate verbally and nonverbally with tact and understanding when dealing with patients, families and co-workers.
11. Perform and maintain CPR certification.
12. Demonstrate progressive independence without constant supervision.
13. Demonstrate persistent appropriate personal grooming in class and clinical practice.
14. Follow the policies and procedures of the facility used for clinical practice.

Clinical Requirements

Working Environment - Works inside well-lighted, ventilated patient care unit, spends 89-90% of time in private and semi-private patient care rooms. May possibly receive cuts from sharp instruments and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment. OSHA Risk Factor - Category A. A chance of exposure to blood and other body fluids is **high** and is a condition of employment. The position exposes the employee to noxious smell, either toxic or non-toxic, exposure to toxic fumes, gases, vapors, mists or liquids which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion or action on the skin.

Physical Demands - This position will primarily be medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds. The ability to push or pull carts weighing up to 50 pounds is required. Occasional stooping, kneeling, reaching, and dexterity is required. Expressing or exchanging ideas by the spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, motions or other characteristics of objects is required. This requires a seeing acuity of near 20/20 vision; with clarity of vision at twenty inches or less, depth perception, four-way field vision, sharp eye focus, and the ability to identify and distinguish color. The ability to hear is essential. This position requires frequent sitting, standing and/or walking. Ability to work under mental and physical stress regularly is required.

Financial Information

FINANCIAL INFORMATION

APPLICATION FEE
Students applying for admission to any credit course must pay a one time application fee of $15.00 which is non-refundable.

ACTIVITY FEE
All students applying for admission to any credit course must pay a non-refundable student activity fee each quarter.

TUITION
All credit students will be assessed fees at the rate of $21.00 per credit hour. A student registering for twelve (12) or more credit hours will be considered a full-time student and will pay $252.00 for credit programs (tuition subject to change).

REGISTRATION FEE
All students pay a quarterly registration fee of $5.00

LATE REGISTRATION FEE
Students not registering on or before the starting date of the quarter will be charged a $20.00 late fee.

LIBRARY FEE
All students pay a quarterly library fee of $10.00

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

OTHER FEES

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

BOOKS
Textbooks can be purchased in the bookstore. The book store buys back used textbooks during finals week each quarter. The buy back price is set by the book store management and is based upon the condition of the book, the edition, and the need for the book next quarter.

GRADUATION FEE
All graduates will be charged a $20.00 graduation fee which includes the cost of the diploma and diploma cover. Caps and gowns may be purchased at a separate cost from the bookstore.

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

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

TRANSCRIPT FEE
A fee of $2.00 will be charged for transcripts. To obtain a transcript, a request must be made in writing to the Registrar. Transcripts may not be requested by telephone.

SENIOR CITIZEN WAIVER
Qualified senior citizens, 62 years of age or older, pay application, activity and other fees if applicable. Tuition is waived. Senior citizens, with matriculation waived, will be enrolled on a space available basis the first two days of the quarter.

REPLACEMENT OF STUDENT ID
Lost or damaged student identification cards for the current quarter may be replaced in the Office of the Registrar. There is a charge for this service.

DECLINED PAYMENT OF CHECKS
A check taken in payment of fees which is returned unpaid will cause the assessment of a non-refundable charge of $20.00. A financial "Hold" will be placed on the student's record when a check is returned unpaid and the student will be notified of the hold. Checks may also be subject to a collection fee. Walker Technical Institute will withhold grades and transcripts until the returned check and the charge are collected. Students will be withdrawn from class if the fees are not paid.

REPLACEMENT DIPLOMA
A replacement diploma may be obtained by requesting one in the Office of the Registrar. There is a charge for this service.

INDEBTEDNESS
It is expected that every student will discharge any indebtedness to the Institute as quickly as possible. No degree or diploma will be conferred nor any record or 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.

Financial Aid

FINANCIAL AID

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

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

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

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

ACADEMIC POLICIES FOR FINANCIAL AID

Federal regulations require the institution to establish policies to measure whether students applying for financial aid are in good academic standing and making satisfactory academic progress (2.0 GPA per quarter) toward completion of their degree, diploma, or certificate programs.

The following grades do not count toward successfully completing a course: "F", "I", "WF", "WP"; "IP" in progress; or "EX" credit by exam. Changing a course from credit to audit during a quarter gives the student a "grade" of "AU", which does not count as completing a course either. Any combination of these for all courses results in no progress, and immediate loss of financial aid eligibility without a probation. Repeat courses will be considered as any other course.

A detailed description of the satisfactory academic progress policy is available with your Admissions Application and in the Financial Aid Office.

APPEAL PROCESS
Students failing to meet the "Academic Policies for Financial Aid" will be notified in writing by the Financial Aid Office. Any extenuating circumstances which influenced the student's academic performance may be submitted in writing on a "Financial Aid Appeal Form" to the Financial Aid Office for consideration. Appeals for unsatisfactory academic progress will be forwarded through the Financial Aid Office to the Vice President of Student Services. No financial aid will be disbursed until the financial aid appeal is approved. If the appeal is denied, the student will be responsible for the payment of tuition and fees until the academic policies are met.

REFUND POLICY
It was previously stated that there is no refund after (7) consecutive days, however, there are a few exceptions concerning financial aid recipients. Your financial aid will be adjusted for classes dropped or added during the seven day period. Also, first-time students are subject to a federal pro-rata calculation up to 60% point of time of instruction.

FINANCIAL AID TRANSCRIPT
If a student has attended a school since high school, that student must request a financial aid transcript be mailed to Walker Technical Institute (whether they received financial aid or not).

FEDERAL PELL GRANT
Students who demonstrate financial need and are enrolled in a diploma or degree program may be eligible for this grant. The amount of the grant ranges from $400 to $2340 per academic year, depending on the level of federal funding, cost of education, enrollment status, and the student's Expected Family Contribution (EFC), which is taken from the Student Aid Report. Complete eligibility requirements are available from the Financial Aid Office.

HOPE PROGRAM
This state funded program is available for most Georgia residents attending Walker Technical Institute. The HOPE Program pays all tuition costs for those who qualify and are not receiving federal financial aid to cover tuition. Students pursing a diploma or degree you must complete the **Free Application for Federal Student Aid** and the **Walker Technical Institute Financial Aid Application** to apply for the HOPE Program. Students pursing a certificate or students with a Bachelors degree must only complete the **Walker Technical Institute Financial Aid Application**. All students eligible for the HOPE Program will receive a book allowance up to $100.

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

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

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

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

Tuition refunds for students receiving benefits through the Department of Veterans Affairs will be prorated over the length of the course after deduction of a ten dollar ($10.00) fee.

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.

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

POSTSECONDARY OPTIONS
Students who are at least 16 years of age and are classified as a junior or senior may elect to enroll and earn postsecondary credit hours and high school Carnegie units to be used for credits toward high school graduation.

To be considered for early admission, the applicant must meet the following admission requirements:

1. Must have completed the sophomore year in high school;
2. Must present a joint enrollment application signed by the applicant, his or her parents/guardians and high school guidance counselor; and an advisement form initialed by the counselor;
3. Must have his or her high school counselors provide copies of high school transcript.

Applicants for postsecondary options must follow the formal admissions process as outlined in this catalog.

STUDENT SERVICES

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

ORIENTATION

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

CAREER EXPLORATION

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

COUNSELING

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

SERVICES TO STUDENTS WITH DISABILITIES

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

JOB PLACEMENT

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

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

FOLLOW-UP

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

SERVICES FOR SPECIAL POPULATIONS

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

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

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

Students attending Walker Technical Institute who have special needs should contact Christine Dodd, Director of Counseling and Assessment for counseling and initiation of intervention strategies.

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

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

VETERANS EDUCATIONAL SERVICES

Walker Technical Institute assists armed services veterans and other students eligible for veterans educational benefits from the Veterans Administration (VA). The Financial Aid Office coordinates with other campus offices to provide assistance and counseling.

The veteran should be prepared to sustain initial school costs since benefits will not begin for several weeks after enrollment.

Students receiving VA benefits must adhere strictly to a planned program of study as indicated on their appropriate school and VA forms. Program changes are to be reported promptly on appropriate VA forms through the Financial Aid Office.

All students receiving VA educational benefits are also required to report changes in course load, withdrawals, or interruptions in attendance to the Financial Aid Office to minimize personal liability resulting from over-payment of VA benefits.

All students receiving VA educational benefits are required to complete a veteran data sheet at each registration to insure proper school certification for that respective quarter.

Single Parent Displaced Homemaker Program

SINGLE PARENT/DISPLACED HOMEMAKER PROGRAM

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

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

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

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

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

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

EXPANDED HORIZONS EQUITY PROGRAM

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

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

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

Adult Literacy

ADULT LITERACY PROGRAMS

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

Day and evening community literacy classes are offered in Walker Technical Institute's service delivery area, which includes Catoosa, Chattooga, Dade and Walker Counties. Individualized instruction is offered at three levels. They are: Level I: instruction in the areas of reading readiness, basic arithmetic skills, and basic grammar; Level II: instruction in the areas of reading comprehension, reading in the content areas, mathematics, and language arts; and Level III: instruction that will enable a student to develop the skills necessary to pass the GED Tests. There is no charge for community adult literacy classes. On-site industry classes are also available upon request. Individuals desiring additional information may contact the Director of Adult Literacy.

General Education Development (GED)
The Adult General Education Program provides a means by which Georgia residents may obtain a high school equivalency diploma. Persons who have not graduated from high school in the United States or Canada nor have previously earned a GED score high enough to qualify for a high school equivalency diploma and who are eighteen (18) years old or older, are eligible to take the test.

Persons 16 or 17 years of age may also test under certain conditions. Contact the Director of Counseling and Assessment for application forms and instructions.

The General Educational Development (GED) High School Equivalency Diploma is issued to persons who successfully pass a series of five (5) tests in the areas of Writing Skills, Social Studies, Science, Literature and the Arts, and Mathematics.

Free classes to prepare adults for this examination are offered on a year round basis at several locations in the area. The GED test is regularly administered in the Testing and Counseling Center on the main campus at WTI. As of January 1, 1996, the fee for the test is $35.00 and photo identification is required.

For additional information on this program contact the Adult Literacy Office at (706) 764-3521 or (706) 764-3564.

General and Academic Policies

GENERAL AND ACADEMIC POLICIES

STATEMENT OF NON-DISCRIMINATION

Walker Technical Institute is committed to the concept of an open door policy and equal educational opportunity. Walker Technical Institute supports the Civil Rights Act of 1964, Executive Order #11246, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. No person shall, on the basis of age, race, religion, color, sex, national origin, or disability be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity at Walker Technical Institute.

GENERAL REGULATIONS

It is a basic and fundamental responsibility of an educational institution to maintain order through reasonable policies and procedures.

The filing of an application shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Walker Technical Institute. Students forfeit their right to remain at Walker Technical Institute if they fail to comply.

A Student Conduct Code, including a statement on student rights and responsibilities, may be found in the Student Handbook.

STUDENT RESPONSIBILITIES

Students are responsible for being informed of all policies and procedures required for continued attendance at Walker Technical Institute. Policies and procedures are generally found in this catalog and in the Student Handbook. Other policies pertaining to specific student rights and regulations are found in the school's Policies and Procedures Manual located in the Library. This document is available for reference at any time. The institution's regulations will not be waived because a student pleads ignorance of established policies and procedures. A student who is unsure of any policy or procedure should seek clarification from the Office of Student Services.

CHANGE OF NAME OR ADDRESS

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

STATE STANDARDS

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

GUARANTEE

The Georgia Department of Technical and Adult Education has developed curriculum standards with direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program. The standards allow Walker Technical Institute to offer this guarantee:

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

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

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

DRUG AND ALCOHOL

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

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

Students indicted for possession or sale of illegal drugs, alcohol, and/or other mind-altering substances will be suspended from school and forfeit all claim to financial aid.

STATE POLICY ON WEAPONS ON SCHOOL PROPERTY

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or a school building, school function, or on school property on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor spring stick, metal knucks, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in O.C.G.A. 16-11-106.

Punishment: A fine of not more than $10,000, imprisonment for not less than two nor more than ten years or both. A juvenile who violates this law shall be subject to the provisions of O.C.G.A. 15-11-37.

CAMPUS SECURITY POLICIES AND CRIME

Title II of Public Law-542 is the Crime Awareness and Campus Security Act of 1990 (the ACT). As a condition of continued participation in the Title IV student financial assistance programs, this Act requires Walker Technical Institute to prepare, publish, and distribute certain policies and information to all current students and employees and to any applicant for enrollment or employment upon request beginning September 1, 1992, and each year thereafter. This includes information on criminal actions or other emergencies occurring on "campus" and the institute's response, current policies concerning security and access to "campus facilities," and recent statistics on criminal offenses reported to local police agencies. Walker Technical Institute makes statements of policy regarding the possession, use, and sale of alcoholic beverages and the possession, use, and sale of illegal drugs.

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

HEALTH AND SAFETY

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

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

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

SEXUAL HARASSMENT POLICY

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

CONDUCT

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

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

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

TOBACCO-USE POLICY

In the interest of health and to create a tobacco-free environment, the use of tobacco is expressly prohibited in all buildings. Designated areas have been established outside of the main buildings.

Academic Information

ACADEMIC INFORMATION

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

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

"AU" AUDIT A student may choose to audit a class rather than take it for credit. By auditing the class the student is allowed to attend class without meeting admission requirements and without receiving a grade or credit. Students who audit a class must pay the regular admission and registration fee. Students are not allowed to change from audit to credit once the term has begun. Neither are students allowed to change from credit to audit once the term has begun.

"EX" CREDIT BY COMPETENCY 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 program course instructor; approval is granted through the Office of Instructional Services. If the student achieves satisfactory performance on the exam, a grade of "EX" will be recorded. The "EX" grade carries no grade points, but credit hours will be given identical to the number of credit hours normally assigned to that course at Walker Technical Institute.

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

"S" SATISFACTORY Developmental courses and 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 Information.)

"WP" WITHDREW PASSING This grade signifies that a student withdrew from school voluntarily with a passing grade after the tenth class day and before the sixth week of the quarter. *Not computed in GPA.*

"WF" WITHDREW FAILING This grade signifies that a student withdrew from school voluntarily with a failing grade after the tenth class day and before the sixth week of the quarter. *Computed as an "F" in GPA.*

"U" UNSATISFACTORY Developmental courses and 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. The following is an example of a grade point average for one quarter.

GPA COMPUTATION

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

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

QUARTERLY GRADE POINT AVERAGE

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

CUMULATIVE GRADE POINT AVERAGE

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

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

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

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

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

GRADE APPEALS
A grade appeal must be made not later than the midterm of the academic quarter following the quarter in which the grade was received. A student wishing to initiate an appeal may obtain a copy of the specific procedure from the Office of the Vice President for Instruction.

SATISFACTORY ACADEMIC PROGRESS
Students are considered to be making satisfactory academic progress if they maintain a cumulative grade point average of 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. If 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.

DROP/ADD PERIOD
A student may drop or add a course without academic penalty within the first seven (7) consecutive calendar days, including holidays, following the beginning date for any quarter. All schedule changes must be approved by the instructor and the

student's academic advisor. To drop or add a class, the student must fill out a Change of Registration Form (obtained in the Records Office) and return it to the Records Office with the appropriate signatures. Course(s) dropped during the drop/add period will not appear on the student's official academic record. A student may withdraw from a class after the official drop/add period but before the sixth (6th)week of the term. Students who withdraw during this time period will be assigned a grade of WP or WF. A student who stops attending a class but does not officially withdraw from that class will receive a grade of F.

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

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

HONOR SOCIETY
Students who maintain an average of 3.5 for a minimum of two quarters and who maintain a 3.6 work ethics average are eligible for membership in the National Vocational-Technical Honor Society.

MERIT LIST
A quarter 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 quarter 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.

PRESIDENT'S LIST FOR PART-TIME STUDENTS
Part-time students become eligible for the President's list when they have a quarterly GPA of 3.0 or higher and have accumulated 15 credit hours of course work with a GPA of 3.8 or higher.

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

1. The diploma or associate degree seeking student has a high school diploma or has earned a GED, if the student was admitted into a diploma program prior to receiving the high school diploma or GED.

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

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

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

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

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

RESIDENCY REQUIREMENT
Transfer students must complete a minimum of 50% of their course work at Walker Technical Institute before being issued a diploma.

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

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

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 registering, students are required to meet with their advisor. In order to ensure that students are taking the required courses for their program, all registration forms must be signed by the student's advisor.

ATTENDANCE
Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Although an occasional absence may be unavoidable, in no way is the student excused from meeting the requirements of the course. A student absent from class is still responsible for preparing assignments for the next class and for completing the work missed. When a student must be absent, it is imperative that the absence be handled in as responsible and professional manner as possible. Attendance, therefore, is an important criterion in the work ethics evaluation (see p. 30). Employment cannot be considered a basis for excused absences or tardies.

Typically absences in excess of 10% of the instructional time make it very difficult to complete the requirements of the course. When a student has missed 10% of the instructional time in a class, he or she will be contacted by the instructor of that class and counseled as to the options available to the student. Options may include withdrawal, if the withdrawal deadline has not passed, taking an incomplete, doing make-up work, etc.

Some programs may have a more stringent attendance policy.

DECLARING A MAJOR

At Walker Technical Institute each degree and diploma program requires students to progress through the following four instructional course categories in a developmentally valid sequence:

1. general education core courses
2. fundamental core courses
3. specific technical courses
4. elective courses

Students are encouraged to enroll in a combination of general core courses and fundamental core courses simultaneously before progressing to the specific technical courses. Each degree or diploma program complies with program admission standards and competency prerequisites established in the relevant program-specific standards. Students are required to complete prerequisite courses prior to enrolling in subsequent courses.

General Education Core Courses include a common group of courses in writing, mathematics, psychology, and basic computer skills which are required for a number of closely related program areas.

Diploma Programs

Each students completing a diploma or degree program at Walker Technical Institute is required to satisfactorily complete at least 13 credit hours in general education. For the diploma seeking student that course of study consists of an appropriate course in mathematics, English, psychology, and computer literacy. This requirement is based upon the belief that to be well-trained is not enough. Today's technician must also be competent in the use of the written and spoken language, possess adequate computational skills, have good interpersonal skills and be able to use computers to solve problems. The diploma level general education core at Walker Technical Institute seeks to achieve this goal.

Associate Degree Programs

Each student seeking the associate degree at Walker Technical Institute is required to satisfactorily complete at least 25 credit hours in general education that includes at least one course in mathematics or science, one course in the arts and humanities, and one course in the social or behavioral sciences. In addition to these three areas AAT students are required to complete at least one course in the use of computers. AAT students are also strongly encouraged to take at least one general education elective.

These requirements are based on the belief that the successful associate degree graduate must be more than a highly trained technician. He or she must be comfortable with and competent in the use of the spoken and written word and familiar with its form and structure. The student must have a level of mathematical proficiency that will allow him or her to read and understand mathematical information, solve mathematical problems, and make data based decisions. The AAT graduate must have an understanding of the social and psychological man and a familiarity with and appreciation for the arts and humanities. The general education core at Walker Technical Institute is one that educates the student for an uncertain future in addition to training him or her in specific skills.

Fundamental Core Courses are defined as fundamental courses in introductory concepts, principles, and technologies that provide the foundation for the program area and other related fields.

Specific Technical Courses (Major) are courses in the student's major area of specialization which build on the foundation provided in the fundamental core courses. The specific content of the major is defined by the curriculum requirements of each program area and includes from 41 to 68 credit hours for AAT degree programs.

Elective Courses are available for each diploma or degree program and are included in the requirements for program graduation. Electives are freely chosen by students in order to develop their individual interests and may be selected from non-required courses in the major program area, in general education, or in other program areas.

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. In some instances a change of major will result in additional general education course work due to higher placement test scores being required. Students desiring to change their major should complete a Change of Status Form, available in the Records Office.

CLASS CANCELLATION

The institute reserves the right to cancel any class with insufficient enrollment; however, all courses will be given the opportunity to make according to the schedule listed in the catalog.

COURSE PREREQUISITES

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

CREDIT BY EXAMINATION

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

COURSE SUBSTITUTION

The Institute will permit substitution from the prescribed curricula only under unavoidable or exceptional circumstances. In order to request a deviation from the

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

DEVELOPMENTAL STUDIES

Walker Technical Institute is dedicated to helping its students succeed. As a result of this dedication, foundation courses in English, reading, and mathematics are offered for students whose scores indicate a need for remediation in one or more of these academic areas, thus improving the student's chance of success upon enrolling in a regular program of study.

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

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

1. Retest on the placement exam
2. Score 80% or above on course work
3. Receive instructor recommendation

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

ACADEMIC PREP LAB

The Academic Prep Lab is an open lab which all students may use to complete word processing assignments and to utilize tutorial software in basic mathematics, algebra, geometry, and trigonometry, as well as in English grammar, composition, and reading. Software is available to diagnose specific needs and provide remedial instruction in one or more individual skills, to supplement classroom instruction, or to provide direction for specific writing projects. In addition to the software available, instructional video and audio cassettes are available in English grammar, prealgebra, algebra, geometry, and trigonometry.

Hours will be posted on the door of the Academic Prep Lab (Room 117) and on the student bulletin board. No classes are scheduled in the lab, so students may enter at any time even if others are present and working in the lab. Both Macintosh and IBM computers with word processing software are available; students should bring a diskette (low density formatted for Macintosh or high density formatted for IBM). A lab assistant will be present to provide assistance in using the equipment or locating materials.

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

LATE REGISTRATION
The late registration period extends the first five (5) class days into each quarter. After that period, any student wishing to register must receive permission from the Director of Instruction. There is a late registration fee of $20. Students registering late are considered to have been absent for all class periods preceding their late enrollment.

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 regionally accredited colleges or technical institutes. 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.

ACADEMIC DISHONESTY POLICY
If charges of academic dishonesty are initiated by the faculty or professional staff, the charges will be heard by a panel of faculty and students, and the students will be provided an opportunity to refute the charges. The result(s) of the hearing will be administered by the Office of Instructional Services. Any student found guilty of academic dishonesty will receive a grade of F in the course along with other possible sanctions including dismissal from the institution. In cases where academic dishonesty is in the area of misrepresentation, sanctions will be determined by the Office of Instructional Services and may include dismissal from the institution.

Academic dishonesty includes but is not limited to each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

1. Cheating—using or providing others with unauthorized materials, information, study aids, or computer-related information.
2. Plagiarism—representing the words, data, works, ideas, computer program or output of another as one's own work.
3. Fabrication—presenting as genuine any invented or falsified citation or material.
4. Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

LIBRARY

The WTI Library, founded in April 1991, currently houses approximately 8000 items plus over 200 magazine titles and 8 newspapers. State-of-the-art electronic information systems are available for accessing the following resources:

- **BiblioFile**, an integrated on-line library system which enables users to locate library books and audiovisual materials relevant to their areas of interest and to check them out.

- **ProQuest**, a periodical access system running two databases:
  1. Periodical Abstracts Research II, which provides indexing and abstracting for over 1600 journals and the most recent six months of the New York Times and Wall Street Journal.
  2. General Periodicals Research II, which provides full text for over 400 of the journals in PA Research II.
- **CD Server**, a networked compact disk reference system. Containing 14 CD-ROM drives, this server is used to access multiple databases, including the following:

  1. Academic Abstracts, which provides indexing and abstracting for over 800 journals, with 200 in full text.
  2. Health Source, which provides indexing and abstracting for over 300 periodicals (with over 60 of these in full text) and almost 600 pamphlets (all with full text).
- **DIALOG**, provides on-line access to almost 500 remote databases.
- **Encarta**, the foremost encyclopedia on compact disk.

All students, faculty, and staff of WTI as well as all residents of the service area are invited to use these and the other services of the library. During academic terms the library is open from 8:00 AM until 7:00 PM Monday through Thursday and 8:00 AM until 4:00 PM on Friday.

Academic Programs

ACADEMIC PROGRAMS

ASSOCIATE IN APPLIED TECHNOLOGY DEGREE

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

Walker Technical Institute offers the Associate of Applied Technology Degree in seven program areas. They range in length from 95 to 115 quarter hours. Each of these degrees requires regular admission status based on a placement examination. The following majors are offered:

- The Associate of Applied Technology Degree in Accounting
- The Associate of Applied Technology Degree in Computer Programming
- The Associate of Applied Technology Degree in Drafting
- The Associate of Applied Technology Degree in Electronics
- The Associate of Applied Technology Degree in Management and Supervision
- The Associate of Applied Technology Degree in Quality Control
- The Associate of Applied Technology Degree in Secretarial Science.

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

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

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

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

DIPLOMA LEVEL TRAINING PROGRAMS

Walker Technical Institute offers diplomas in 17 program areas. The purpose of the diploma level instructional program is to provide high quality technical training in a shorter time frame than the associate degree. Students registering for diploma programs must meet standard institutional admissions requirements for a regularly admitted student. All diploma programs at WTI are in full compliance with the Department of Technical and Adult Education curriculum standards and are designed to ensure mastery of the job skills necessary to function effectively in the 21st century work force. Diplomas are available in the following areas:

DIPLOMA PROGRAMS

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

CERTIFICATE LEVEL TRAINING PROGRAMS

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

TECH PREP PROGRAM FOR HIGH SCHOOL STUDENTS

Tech Prep is a jointly sponsored program between Walker Technical Institute and eight northwest Georgia high schools promoting "seamless" technical education for Georgia students, saving time and money.

Many classes taken in high school can be used for advanced placement at Walker Technical Institute. This can give new students advanced standing in their chosen field before classes at WTI even start. It also keeps students from having to repeat material they have already learned in high school.

Classes for which a student might already be eligible for credit include General Math II, Algebra II, Applied (or Technical) Math II, Advanced Algebra and Trigonometry, Keyboarding, Computer Technology, Data Processing, Accounting, Drafting, Machine Tool, and Welding.

All recent graduates of one of the following high schools should inquire about possible Tech Prep credits: Chattooga High School, Dade County High School, Gordon Lee High School, Lakeview/Fort Oglethorpe High School, LaFayette High School, Ridgeland High School, Ringgold High School, and Trion High School. For more information, contact your high school counselor or Walker Technical Institute Admissions Office.

ASSOCIATE DEGREE THROUGH DALTON COLLEGE

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

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

Summary Description Programs of Study

Programs of Study	Level of Award		
Division of Industrial Technology	**Certificate**	**Diploma**	**AAT Degree**
Department and Major			
Air Conditioning Technology		X	
Commercial Truck Driving	X		
Drafting Technology		X	X
Drafting - Mechanical			
Drafting - Architectural			
Advanced Drafting			
CAD Operator	X		
Electrical/Electronic Technology		X	X
Electronic Fundamentals			
Electronics w/Computer Option			
Electronics w/Industrial Option			
Industrial Maintenance		X	
Machine Tool Technology		X	
Machine Tool Technology			
Advanced Machine Tool Technology			
Gas Metal Arc Welding	X		
Shielded Metal Arc Welding	X		
Gas Tungsten Arc Welding	X		
Quality Control Technology		X	X
Certified Mechanical Inspector	X		
Certified Quality Auditor	X		
Certified Quality Technician	X		
Certified Quality Engineer	X		
Division of Business Technology			
Accounting		X	X
Computer Information Systems			
Computer Programming		X	X
Microcomputer Specialist		X	
AS-400 Specialist	X		
Data Management	X		
Management			
Management and Supervisory Development		X	X
Organizational Leadership	X		
Employee Relations	X		
Production and Inventory Management	X		
Integrated Resource Management	X		
Information Technology			
Secretarial Science			X
Information/Office Technology		X	
General Secretary Option			
Information Processing Option			
Business/Office Technology		X	
Legal Secretary Option			
Medical Secretary Option			
Clerk Typist	X		
Document Design and Production	X		
Medical Transcription	X		
Division of Health and Human Services			
Allied Health and Nursing			
Medical Assisting		X	
Licensed Practical Nursing		X	
Basic Emergency Medical Technology	X		
Human Services			
Child Development Assisting	X		
Cosmetology		X	
Nail Technician	X		

Curriculum

ACCOUNTING
AAT Degree

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. Graduates receive the associate degree in accounting.

Admission Requirements

The requirements for admission to the Accounting Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT Degree in Accounting
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 25**
Area I			
ENG	191	Composition and Rhetoric I	5
SPC	191	Fundamentals of Speech	5
Area II			
PSY	191	Introductory Psychology	5
ECO	191	Principles of Economics	5
Area III			
MAT	191	College Algebra	5
Essential Fundamental Technical Courses			**26**
ACC	101	Principles of Accounting I	5
BUS	101	Keyboarding/Typewriting	5
CIS	102	Introduction to Computers	6
BUS	108	Word Processing	5
BUS	151	Introduction to Business	5
Essential Specific Technical Courses			**31**
ACC	102	Principles of Accounting II	5
ACC	103	Principles of Accounting III	5
ACC	104	Computerized Accounting	3
ACC	105	Accounting Database Fundamentals	3
ACC	106	Accounting Spreadsheet Fundamentals	3
ACC	152	Payroll Accounting	4
ACC	156	Tax Accounting	4
ACC	160	Advanced Accounting Spreadsheet Applications	4

Choose two courses from those listed below in addition to the general electives.

Business in Society			
MKT	103	Business Law	5
Finance			
ACC	154	Personal Finance	5
Management			
MKT	101	Principles of Management	5
		Electives	**9**
		Total	101

ACCOUNTING
Diploma

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. Graduates receive a diploma in accounting.

Admission Requirements

The requirements for admission to the Accounting Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in Accounting
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours18**
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development3	
Fundamental Technical Courses			**31**
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
ACC	103	Principles of Accounting III	5
BUS	101	Keyboarding/Typewriting	5
BUS	108	Word Processing	5
		or	
BUS	102	Intermediate Typewriting	
CIS	102	Introduction to Computers	6
Specific Technical Courses			**21**
ACC	104	Computerized Accounting	3
ACC	105	Accounting Database Fundamentals	3
ACC	106	Accounting Spreadsheet Fundamentals	3
		Electives	12
		Total	70

AIR CONDITIONING TECHNOLOGY
Diploma

Program Description: The Air Conditioning Technology Program is a sequence of courses that prepares students for careers in the air conditioning technology profession. 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 technology theory and practical application necessary for successful employment using both manual and computerized air conditioning technology systems. Graduates receive an air conditioning technology diploma which qualifies them as Air Conditioning Technology Assistants.

Admission Requirements

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

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in
Air Conditioning Technology
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours 13**
ENG	111	Business English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations and Professional Development	
3			
Fundamental Technical Courses			**38**
ACT	100	Refrigeration Fundamentals	4
ACT	101	Principles and Practices of Refrigeration	7
ACT	102	Refrigeration Systems Concepts	7
ACT	103	Electrical Fundamentals	8
ACT	104	Electric Motors	3
ACT	105	Electrical Components	5
ACT	106	Electric Control Systems and Installation	4
Specific Technical Courses			**32**
ACT	107	Air Conditioning Principles	6
ACT	108	Air Conditioning Systems and Installation	3
ACT	109	Troubleshooting Air Conditioning Systems	7
ACT	110	Gas Heating Systems	5
ACT	111	Electric Heating Systems	3
ACT	112	Heat Pumps	3
		Electives	5
		Total	83

COMPUTER INFORMATION SYSTEMS
COMPUTER PROGRAMMING
AAT Degree

Program Description: The Computer Science Program is a sequence of courses that prepares students for employment in a variety of positions in the computer field. The Computer Science Program provides learning opportunities which introduce, develop, and reinforce academic, technical, and professional knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes computer programming theory and practical application necessary for successful employment. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Computer Science. Graduates receive the associate degree in computer programming.

Admission Requirements

The requirements for admission to the Computer Programming Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT Degree in Computer Programming
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 25**
Area I			
ENG	191	Composition and Rhetoric	I5
SPC	191	Fundamentals of Speech	5
Area II			
PSY	191	Introductory Psychology	5
ECO	191	Principles of Economics	5
Area III			
MAT	191	College Algebra	5
Essential Fundamental Technical Courses			**20**
ACC	101	Principles of Accounting I	5
CIS	102	Introduction to Computers	6
CIS	103	Operating Systems Concepts	4
CIS	105	Program Design and Development 5	
]Essential Specific Technical Courses			**65**
CIS	112	System Analysis and Design	4
CIS	113	COBOL I	8
CIS	114	COBOL II	8
CIS	214	Database Management	6
CIS	xxx	Language Electives	24
XXX	xxx	Technical Related Electives	5
		and	
Option I			
ACC	154	Personal Finance	5
MKT	101	Principles of Management	5
		OR	
Option II			
XXX	xxx	Program Specific Electives	10
Electives Outside the Area of Specialization			**5**
XXX	xxx	Electives	5
		Total	115

COMPUTER INFORMATION SYSTEMS
COMPUTER PROGRAMMING
Diploma

Program Description: The Computer Science Program is a sequence of courses that prepares students for employment in a variety of positions in the computer field. The Computer Science Program provides learning opportunities which introduce, develop, and reinforce academic, technical, and professional knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes computer programming theory and practical application necessary for successful employment. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Computer Science. Graduates receive a diploma in Computer Programming.

Admission Requirements

The requirements for admission to the Computer Programming Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in Computer Programming
Minimum Program Length - 5 Quarters

General Core Courses			**Credit Hours 18**
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**30**
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
BUS	101	Keyboarding	5
CIS	102	Introduction to Computers	6
CIS	103	Operating Systems Concepts	4
CIS	105	Program Design and Development	5

Completion of one of the following is required.

Specific Technical Courses			**65**
CIS	112	Systems Analysis and Design	4
CIS	113	COBOL I	8
CIS	114	COBOL II	8
CIS	214	Database Management	6
CIS	215	COBOL III	8
CIS	216	COBOL IV	8
CIS	xxx	Language Elective	8
XXX	xxx	Electives	15
		OR	
CIS	112	Systems Analysis and Design	4
CIS	113	COBOL I	8
CIS	114	COBOL II	8
CIS	214	Database Management	6
CIS	xxx	Language Electives	24
XXX	xxx	Electives	15
		Total	113

COMPUTER INFORMATION SYSTEMS
MICROCOMPUTER SPECIALIST
Diploma

Program Description: The Microcomputer Specialist Program is designed to prepare students for a variety of entry-level positions using microcomputers. Graduates of the program are qualified to enter careers in which they function as end users or application developers for microcomputer systems. Microcomputer specialists are microcomputer operators, technicians, and programmers combined. They install and maintain microcomputer hardware. They program in a variety of microcomputer programming languages and are knowledgeable in application software and are trained in evaluating new hardware and software. The students are provided with the necessary knowledge and skills to adapt to a variety of positions in the rapidly changing computer field. Skills and attributes of successful program graduates are critical thinking, problem solving, human relations skills, and the ability to apply technology to work requirements. Graduates receive a diploma in microcomputer specialist.

Admission Requirements

The requirements for admission to the Microcomputer Specialist Program are:

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in Microcomputer Specialist
Minimum Program Length - 5 Quarters

General Core Courses			**Credit Hours 18**
ENG	111	Business English	5
ENG	112	Business Communication	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**30**
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
BUS	101	Keyboarding	5
CIS	102	Introduction to Computers	6
CIS	103	Operating Systems Concepts	4
CIS	105	Program Design and Development	5
Specific Technical Courses			**50**
CIS	122	Microcomputer Installation and Maintenance	3
CIS	123	Microcomputer Productivity Tools	8
CIS	124	Microcomputer Database Programming	8
CIS	125	Advanced Microcomputer Productivity Tools	8
CIS	xxx	Language Electives	8
CIS	xxx	Electives	4
		Electives	11
		Total	98

COMPUTER INFORMATION SYSTEMS SPECIALIZED CERTIFICATES

DATA MANAGEMENT

Description: The purpose of the Data Management Certificate is to provide instruction in the use of job specific software. It is intended for those individuals whose job requirements demand high skill levels in the management and manipulation of data including the storage and retrieval of data. This certificate stresses the mastery of advanced spreadsheet skills and database skills.

Admission Requirements

The requirements for admission to the Data Management Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the reading section of the ASSET placement test.

			CIS Option	Corporate Option
CMP	101	Introduction to Microcomputers		3
		or		
CIS	102	Introduction to Computers		6
CIS	158	Networking I		5
		or		
ELC	202	Networking		3
ACC	106	Accounting Spreadsheet Fundamentals	3	3
BUS/CLS	101	Keyboarding/Typewriting	5	3
BUS	105	Database Fundamentals	3	3
BUS	108	Word Processing	5	5
ACC	160	Advanced Spreadsheets	4	4
		Total	31	24

COMPUTER INFORMATION SYSTEMS SPECIALIZED CERTIFICATES

AS-400 SPECIALIST

Description: The AS-400 Specialist Certificate is designed for the AS-400 end user. The certificate will offer introductory courses of study in microcomputers and their applications as well as an introduction to the AS-400 environment and its popular applications.

Admission Requirements

The requirements for admission to the AS-400 Specialist Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the reading section of the ASSET placement test.

CMP	101	Introduction to Microcomputers	3
		or	
CIS	102	Introduction to Computers	6
BUS	101	Keyboarding/Typewriting	5
CIS	103	Operating Systems Concepts	4
CIS	165	Query 400	3
CIS	166	AS/400 Utilities	3
		Total	18/21

COSMETOLOGY
DIPLOMA

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 in safety, sanitation, hair treatment and manipulation, skin and nail care, reception, sales, and management. The curriculum meets the 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;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma inCosmetology
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours 13**
ENG	111	Business English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**19**
COS	100	Introduction to Cosmetology Theory	5
COS	101	Introduction to Permanent Waving and Relaxing	2
COS	102	Introduction to Hair Color	4
COS	103	Introduction to Skin, Scalp, and Hair	2
COS	104	Introduction to Manicuring and Pedicuring	1
COS	105	Introduction to Shampooing and Styling	3
COS	106	Introduction to Haircutting	2
Specific Technical Courses			**41**
COS	107	Haircutting Techniques	2
COS	108	Permanent Waving and Relaxing	3
COS	109	Hair Color	2
COS	110	Skin, Scalp, and Hair	2
COS	111	Styling	3
COS	112	Manicuring and Pedicuring	1
COS	113	Practicum I	4
COS	114	Practicum II	8
COS	115	Practicum/Internship I	4
COS	116	Practicum/Internship II	5
COS	117	Salon/Shop Management	4
		Electives	3
		Total	73

COSMETOLOGY
SPECIALIZED CERTIFICATE

NAIL TECHNICIAN

The Nail Technician Certificate Program is designed to provide certification of training for persons desiring to become nail technicians. The courses are contained in the Cosmetology Diploma Program and may be applied toward a diploma in that major.

Admission Requirements

The requirements for admission to the Nail Technician Certificate are:
attainment of 16 or more years of age;
completion of general admission requirements; and

COS	100	Introduction to Cosmetology	5
COS	104	Introduction to Manicuring and Pedicuring	1
COS	112	Manicuring and Pedicuring	1
COS	114	Practicum II	8
COS	117	Salon/Shop Management	4
		Total	19

DRAFTING TECHNOLOGY
AAT DEGREE

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 the associate degree in Drafting.

Admission Requirements

The requirements for admission to the Drafting Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT Degree inDrafting (Mechanical Specialization)
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 25**
Area I			
ENG	191	Composition and Rhetoric I	5
ENG	195	Technical Communication	5
Area II			
PSY	191	Introductory Psychology	5
Area III			
MAT	191	College Algebra	5
MAT	193	College Trigonometry	5
Essential Fundamental Technical Courses			**28**
CIS	102	Introduction to Computers	6
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
Essential Specific Technical Courses			**28**
DDF	106	Fasteners	3
DDF	107	Introduction to Computer Aided Drawing	5
DDF	108	Intersections	5
DDF	109	Assembly Drawing I	5
DDF	110	Assembly Drawing II	5
DDS	201	Strength of Materials	5
Mechanical Specialization			**30**
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
		General Electives	**9**
		Total	117

DRAFTING TECHNOLOGY
DIPLOMA

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 Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma inDrafting
Minimum Program Length - 4 Quarters

General Core Courses			
			Credit Hours 24
CIS	102	Introduction to Computers	6
ENG	111	English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**22**
DDF	101	Introduction to Drafting	6
DDF	102	Size and Shape Description I	5
DDF	103	Size and Shape Description II	5
DDF	104	Pictorial Drawing	3
DDF	105	Auxiliary Views	3
Specific Technical Courses (Mechanical Option)			**23**
DDF	106	Fasteners	3
DDF	107	Introduction to CAD	5
DDF	108	Intersections and Development	5
DDF	109	Assembly Drawing I	5
DDF	110	Assembly Drawing II	5
Electives			**3**
		Total	72
		OR	
Specific Technical Courses (Architectural Option)			**25**
DDF	106	Fasteners	3
DDF	107	Introduction to CAD	5
DDF	108	Intersections and Development	5
DDF	205	Residential Architectural I	6
DDF	209	Residential Architectural II	6
		Electives	**3**
		Total	74

ADVANCED DRAFTING
DIPLOMA

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 Advanced Drafting Program are:

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in Advanced Drafting
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 24**
CIS	102	Introduction to Computers	6
ENG	111	Business English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**22**
DDF	101	Introduction to Drafting	6
DDF	102	Size and Shape Description I	5
DDF	103	Size and Shape Description II	5
DDF	104	Pictorial Drawing	3
DDF	105	Auxiliary Views	3
Specific Technical Courses			**23**
DDF	106	Fasteners	3
DDF	107	Introduction to CAD	5
DDF	108	Intersections and Development	5
DDF	109	Assembly Drawing I	5
DDF	110	Assembly Drawing II	5
Essential Mechanical Specialization Courses			**37**
DDS	201	Strength of Materials	5
DDS	226	Manufacturing Processes	4
DDS	229	Gears and Cams	6
DDS	230	Mechanisms I	7
DDS	232	Mechanical Power Transmission	6
DDS	239	Advanced Drafting Practicum	4
ENG	102	Technical Writing	5
		Electives	**4**
		Total	110

DRAFTING TECHNOLOGY
SPECIALIZED CERTIFICATES

CAD OPERATOR

Description: The CAD Operator training program is a sequence of courses that prepares students to specialize in the drawing field. The program emphasizes a combination of computer aided drafting (CAD) theory and practical application necessary for successful employment. The program is designed primarily for practicing draftsmen who desire to upgrade their expertise by developing a proficiency in computer aided drafting.

Admission Requirements

The requirements for admission to the CAD Operator Certificate are:

attainment of 16 or more years of age;
completion of general admission requirements; and
achievement of program ready or provisional scores on the reading and math sections of the ASSET placement test.

Required Courses			Credit Hours
DDF	100	Introduction to CAD	5
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	109	Assembly Drawings I	5
		Total	29

ELECTRONICS TECHNOLOGY

COMPUTER SERVICING SPECIALIZATION
AAT DEGREE

Program Description: The Computer Servicing Specialization is a sequence of courses which prepares students for careers in the computer service industry . Learning opportunities develop academic, technical, and professional knowledge, as well as the skills required for job acquisition, retention, and advancement. The prograrn emphasizes a combination of electronics technology theory and practical applications necessary for successful employment as computer service and repair technicians. Graduates receive the associate degree in Electronics Technology.

Admission Requirements

The requirements for admission to the Electronics Technology Program are:

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT Degree in
Electronic Technology - Computer Servicing Specialization
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours**
Area I			
ENG	191	Composition and Rhetoric I	5
ENG	195	Technical Communication	5
AREA II			
MAT	191	College Algebra	5
MAT	193	College Trigonometry	5
AREA III			
PSY	191	Introductory Psychology	5
		or	
ECO	191	Principles of Economics	
Fundamental Technical Courses			**24**
ELC	104	Soldering Technology	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
CIS	102	Introduction to Computers	6
Specific Technical Courses			**28**
ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	7
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4
Industrial Control Specialization			**43**
ELC	121	Microprocessors II	4
ELC	122	Microprocessor Interfacing	4
ELC	211	Process Control	7
ELC	212	Motor Controls	7
ELT	113	Programmable Logic Control I	4
ELC	213	Programmable Logic Control II	6
IMT	118	DC and AC Motors	4
IMT	119	Fundamentals of Motor Controls	4
		Electives	3
		Total	126

ELECTRONICS TECHNOLOGY

INDUSTRIAL CONTROL SPECIALIZATION
AAT DEGREE

Program Description: The Industrial Control Technology Specialization is a sequence of courses which prepares students for careers in the industrial electronics field. Learning opportunities develop academic, technical, and professional knowledge as well as the skills required for job acquisition, retention, and advancement. The program emphasizes both electronics technology theory as well as practical applications in the industrial electronics field. Graduates receive the associates degree in Electronics Technology.

Admission Requirements

The requirements for admission to the Electronics Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT Degree in Electronic Technology - Industrial Control Specialization
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 25**
Area I			
ENG	191	Composition and Rhetoric I	5
ENG	195	Technical Communication	5
AREA II			
MAT	191	College Algebra	5
MAT	193	College Trigonometry	5
AREA III			
PSY	191	Introductory Psychology	5
		or	
ECO	191	Principles of Economics	
Fundamental Technical Courses			**24**
ELC	104	Soldering Technology	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
CIS	102	Introduction to Computers	6
Specific Technical Courses			**28**
ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	7
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4
Industrial Control Specialization			**43**
ELC	121	Microprocessors II	4
ELC	122	Microprocessor Interfacing	4
ELC	211	Process Control	7
ELC	212	Motor Controls	7
ELT	113	Programmable Logic Control I	4
ELC	213	Programmable Logic Control II	6
IMT	118	DC and AC Motors	4
IMT	119	Fundamentals of Motor Controls	4
		Electives	3
		Total	126

ELECTRONICS TECHNOLOGY

COMPUTER SERVICING SPECIALIZATION
Diploma

Program Description: The Computer Servicing Specialization is a sequence of courses which prepares students for careers in the computer service industry. Learning opportunities develop academic, technical, and professional knowledge, as well as the skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical applications necessary for successful employment as computer service and repair technicians. Program graduates receive a diploma in Electronics Technology.

Admission Requirements

The requirements for admission to the Electronics Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test;
and completion of general admission requirements.

Requirements for the Diploma in
Electronics Technology - Computer Servicing Specialization
Minimum Program Length - 5 Quarters

General Core Courses			**Credit Hours 18**
ENG	111	Business English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
		or	
MAT	105	Trigonometry	
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**24**
ELC	104	Soldering Technology	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
CIS	102	Introduction to Computers	6
Specific Technical Courses			**28**
ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	7
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4
Computer Servicing Specialization			**40**
ELC	121	Micrprocessors II	4
ELC	122	Microprocessor Interfacing	4
ELC	201	Computer Peripherals	4
ELC	202	Networking	3
ELC	203	Operating Systems	3
ELC	204	High-Level Languages	3
ELC	205	Data Communications	2
ELC	208	Computer System Troubleshooting	3
		Electives	14
		Total	116

ELECTRONICS TECHNOLOGY

INDUSTRIAL CONTROL SPECIALIZATION
DIPLOMA

Program Description: The Industrial Control Technology Specialization is a sequence of courses which prepares students for careers in the industrial electronics field. Learning opportunities develop academic, technical, and professional knowledge as well as the skills required for job acquisition, retention, and advancement. The program emphasizes both electronics technology theory as well as practical applications in the industrial electronics field. Program graduates receive a diploma in Electronics Technology.

Admission Requirements

The requirements for admission to the Electronics Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in
Electronics Technology - Industrial Control Specialization
Minimum Program Length - 5 Quarters

General Core Courses			**Credit Hours 18**
ENG	111	Business English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
		or	
MAT	105	Trigonometry	
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**24**
ELC	104	Soldering Technology	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
CIS	102	Introduction to Computers	6
Specific Technical Courses			**28**
ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	7
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4
Industrial Control Specialization			**43**
ELC	121	Microprocessors II	4
ELC	122	Microprocessor Interfacing	4
ELC	211	Process Control	7
ELC	212	Motor Controls	7
ELT	113	Programmable Logic Control I	4
ELC	213	Programmable Logic Control II	6
IMT	118	DC and AC Motors	4
IMT	119	Fundamentals of Motor Controls	3
		Electives	3
		Total	116

ELECTRONICS FUNDAMENTALS
DIPLOMA

Program Description: The Electronics Fundamentals Diploma Program is a sequence of courses that prepares students for entry level positions in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge as well as the skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronic systems. Program graduates will receive a diploma in Electronics Fundamentals.

Admission Requirements

The requirements for admission to the Electronics Fundamentals Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in Electronic Fundamentals
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours 18**
ENG	111	Business English	5
MAT	103	Algebraic Concepts	5
MAT	104	Geometry and Trigonometry	5
		or	
MAT	105	Trigonometry	
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**24**
ELC	104	Soldering Technology I	2
ELC	106	Direct Current Circuits I	4
ELC	108	Direct Current Circuits II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
CIS	102	Introduction to Computers	6
Specific Technical Courses			**40**
ELC	114	Solid State Devices I	4
ELC	115	Solid State Devices II	4
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	4
ELC	119	Digital Electronics II	7
ELC	120	Microprocessors I	4
ELC	125	Solid State Devices III	4
		Electives	12
		Total	88

INDUSTRIAL MAINTENANCE
Diploma

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

Admission Requirements

The requirements for admission to the Industrial Maintenance Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma
Industrial Maintenance
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours 13**
ENG	111	Business English	5
MAT	103	Algebraic Concepts	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**20**
ELC	106	Direct Current Circuits I	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
IMT	101	Industrial Maintenance Safety Procedures	2
CIS	102	Introduction to Computers	6
Specific Technical Courses			**54/56**
ELT	113	Programmable Logic Control I	4
IMT	118	DC and AC Motors	4
IMT	119	Fundamentals of Motor Controls	4
IMT	120	Magnetic Starters and Braking	4
IMT	121	Two-Wire Control Circuits	3
ELC	114	Solid State Devices I	4
ELC	117	Linear Integrated Circuits	7
ELC	118	Digital Electronics I	4
ELC	212	Motor Controls	7
IMT	129	Industrial Wiring I	5
IMT	132	Industrial Maintenance(Electrical) Review	3
		Electives	4
ELC	213	Programmable Logic Control II	6
		or	
IMT	127	Industrial Maintenance Internship	4
		Total	90/92

ADVANCED MACHINE TOOL TECHNOLOGY
DIPLOMA

Program Description: The Machine Tool Technology Program is a sequence of courses that prepares students for careers in the machine tool technology profession. 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 technology theory and practical application necessary for successful employment using both manual and computerized machine tool technology systems. Program graduates receive an advanced machine tool technology diploma or machine tool technology diploma which qualifies them as Machine Tool Technology Technicians.

Admission Requirements

The requirements for admission to the Advanced Machine Tool Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma inAdvanced Machine Tool Technology
Minimum Program Length - 7 Quarters

General Core Courses			**Credit Hours 13**
ENG	111	Business English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**25**
MCH	101	Introduction to Machine Tool	6
MCH	102	Blueprint Reading for Machine Tool	5
MCH	104	Machine Tool Math I	5
MCH	105	Machine Tool Math II	5
MCH	107	Characteristics of Metals/Heat Treatment I	4
Specific Technical Courses			**47**
MCH	109	Lathe Operations I	7
MCH	110	Lathe Operations II	6
MCH	112	Surface Grinding Operations	6
MCH	114	Blueprint Reading II	5
MCH	115	Mill Operations I	7
MCH	116	Mill Operations II	6
MCH	118	Computer/CNC Literacy	5
XXX	xxx	Electives	5

Completion of one of the following specializations is required.

Advanced General Machinist Courses			**38**
MCA	201	Advanced Milling I	7
MCA	203	Advanced Milling II	6
MCA	205	Advanced Lathe Operations I	7
MCA	207	Advanced Lathe Operations II	6
MCA	208	Advanced Grinding I	4
MCA	209	Advanced Grinding II	3
XXX	xxx	Technically Related Electives	5

OR

Advanced Machine Tool Technology (cont)

Advanced CNC Specialist Courses			**38**
MCA	211	CNC Fundamentals	7
MCA	213	CNC Mill Manual Programming	7
MCA	215	CNC Lathe Manual Programming	7
MCA	217	CNC Practical Applications	6
MCA	219	CAD/CAM Programming	6
		Technically Related Electives	5
		Total	123

MACHINE TOOL TECHNOLOGY
DIPLOMA

Program Description: The Machine Tool Technology Program is a sequence of courses that prepares students for careers in the machine tool technology profession. 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 technology theory and practical application necessary for successful employment using both manual and computerized machine tool technology systems. Program graduates receive an advanced machine tool technology diploma or machine tool technology diploma which qualifies them as Machine Tool Technology Technicians.

Admission Requirements

The requirements for admission to the Machine Tool Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED prior to graduation;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in
Machine Tool Technology
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours 13**
ENG	111	Business English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			
25			
MCH	101	Introduction to Machine Tool	6
MCH	102	Blueprint Reading for Machine Tool	5
MCH	104	Machine Tool Math I	5
MCH	105	Machine Tool Math II	5
MCH	107	Characteristics of Metals/Heat Treatment I	4
Specific Technical Courses			**47**
MCH	109	Lathe Operations I	7
MCH	110	Lathe Operations II	6
MCH	112	Surface Grinding Operations	6
MCH	114	Blueprint Reading II	5
MCH	115	Mill Operations I	7
MCH	116	Mill Operations II	6
MCH	118	Computer/CNC Literacy	5
		Electives	5
		Total	85

WELDING
SPECIALIZED CERTIFICATES

GAS METAL ARC WELDING

Description: The purpose of the Gas Metal Arc Welding Certificate is to provide learning opportunities for individuals who need job specific training in the area of Gas Metal Arc Welding.

WLD	100	Introduction to Welding Technology	6
WLD	101	Oxyfuel Cutting	4
WLD	109	Gas Metal Arc Welding	6
		Total	16

GAS TUNGSTEN ARC WELDING

Description: The purpose of the Gas Tungsten Arc Welding Certificate is to provide learning opportunities for individuals who need job specific training in the area of Gas Tungsten Arc Welding.

MAT	100	Basic Mathematics	3
WLD	100	Introduction to Welding Technology	6
WLD	103	Blueprint Reading I	3
WLD	108	Blueprint Reading II	3
WLD	110	Gas Tungsten Arc Welding	4
WLD	150	Special Projects in Gas	5
		Total	24

SHIELDED METAL ARC WELDING

Description: The purpose of the Shielded Metal Arc Welding Certificate is to provide learning opportunities for individuals who need job specific training in the area of Shielded Metal Arc Welding.

MAT	100	Basic Mathematics	3
WLD	100	Introduction to Welding Technology	6
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
		Total	39

MANAGEMENT
MANAGEMENT & SUPERVISORY DEVELOPMENT
AAT Degree

Program Description: The Management and Supervisory Development Program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates will receive the associate degree in Management and Supervisory Development. There are several certificates that can be acquired.

Admission Requirements

The requirements for admission to the Management and Supervisory Development Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT in Management & Supervisory Development
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 25**
Area I			
ENG	191	Composition and Rhetoric	5
SPC	191	Fundamentals of Speech	5
Area II			
PSY	191	Introductory Psychology	5
ECO	191	Principles of Economics	5
Area III			
MAT	191	College Algebra	5
Fundamental Technical Courses			**26**
CIS	102	Introduction to Computers	6
MKT	105	Accounting for Marketing Applications	5
		or	
ACC	101	Principles of Accounting I	
MKT	101	Principles of Management	5
MSD	101	Interpersonal Employee Relations	5
MSD	113	Ethical Management	5
Specific Technical Courses			**48**
MSD	102	Legal Environment for Supervisors	5
MSD	103	Leadership and Decision Making	5
MSD	104	Personnel Administration for Supervisors	5
MSD	105	Labor Law and Labor Relations	5
MSD	106	Counseling and Disciplinary Actions	5
MSD	107	Training and Performance Evaluation	5
MSD	108	Management and Supervisory Seminar	5
MSD	110	Management and Supervision O.B.I. I	3
		Technical Related Electives	10
		Electives	**5**
		Total	104

MANAGEMENT
MANAGEMENT & SUPERVISORY DEVELOPMENT
Diploma

Program Description: The Management and Supervisory Development Program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates may receive an associate degree or diploma in Management and Supervisory Development. There are several certificates that can be acquired.

Admission Requirements

The requirements for admission to the Management and Supervisory Development Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in
Management & Supervisory Development
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours 24**
CIS	102	Introduction to Computers	6
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**15**
MKT	101	Principles of Management	5
MKT	104	Principles of Economics	5
MKT	105	Accounting for Marketing Applications	5
		or	
ACC	101	Principles of Accounting I	
Specific Technical Courses			**52**
MSD	101	Interpersonal Employee Relations	5
MSD	102	Legal Environment for Supervisors	5
MSD	103	Leadership and Decision Making	5
MSD	104	Personnel Administration for Supervisors	5
MSD	105	Labor Law and Labor Relations	5
MSD	106	Counseling and Disciplinary Actions	5
MSD	107	Training and Performance Evaluation	5
MSD	108	Management and Supervisory Seminar	5
MSD	110	Management and Supervision O.B.I. I	3
		Electives	9
		Total	91

MANAGEMENT & SUPERVISORY DEVELOPMENT SPECIALIZED CERTIFICATES

ORGANIZATIONAL LEADERSHIP

Description: The Organizational Leadership Certificate has been developed to provide instruction specifically tailored for those individuals who are moving or will be moving into supervisory roles. The purpose of this program is to meet the need of individuals for effective leadership training that can be attained in a relatively short-term and compact package. The program is a subset of both the Management and Supervisory Development and the Associate Degree in Applied Technology in Management and Supervisory Development. Individuals who successfully complete this certificate can apply those credits toward the pursuit of a diploma or degree in Management and Supervisory Development.

Admission Requirements

The requirements for admission to the Organizational Leadership Certificate Program are:

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements;
achievement of program ready or provisional scores on the reading section of the ASSET placement test.

Required Courses			Credit Hours
MKT	101	Principles of Management	5
MSD	103	Leadership and Decision Making	5
MSD	105	Labor Law and Labor Relations	5
MSD	106	Counseling and Disciplinary Actions	5
MSD	107	Training and Performance Evaluations	5
XXX	xxx	Electives	5
		Total	30

EMPLOYEE RELATIONS

Description: The Employee Relations Certificate has been developed to provide instruction beneficial to individuals moving into supervisory positions. Emphasis in this certificate program is on improving interpersonal relations and developing a broad understanding of the concepts and principles of employment law. This program has been designed to meet the needs of individuals in supervisory capacities who desire short-term, compact training program in employee relations. The program is a subset of both the Management and Supervisory Development diploma and the Associate Degree in Applied Technology in Management and Supervisory Development; individuals who successfully complete this certificate can apply those credits toward the pursuit of this diploma or degree.

Admission Requirements

The requirements for admission to the Employee Relations Certificate Program are:

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the reading and English sections of the ASSET placement test.

Required Courses			Credit Hours
ENG	111	Business English	5
MSD	101	Interpersonal Employee Relations	5
MSD	102	Legal Environment for Supervisors	5
MSD	104	Personnel Administration for Supervisors	5
MSD	105	Labor Laws and Labor Relations	5
PSY	100	Interpersonal Relations and Professional Development	3
		Total	28

INTEGRATED RESOURCE MANAGEMENT SPECIALIZED CERTIFICATES

INTEGRATED RESOURCE MANAGEMENT

Description: Certification in Integrated Resource Management (CIRM) provides specialized knowledge in six functional areas of production and inventory management. Building on competencies included in the Distribution Materials Management curricula, these courses will meet the requirements of the American Production and Inventory Control Society, an international society for resource management, to prepare students for Certification in Integrated Resource Management.

Admission Requirements

The requirements for admission to the Integrated Resource Management Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements;
achievement of program ready or provisional scores on the reading section of the ASSET placement test.

Required Courses			Credit Hours
DMM	167	Customers and Products	3
DMM	168	Logistics	3
DMM	169	Manufacturing Processes	3
DMM	170	Support Functions	3
		Elective	3
		Total	15

PRODUCTION AND INVENTORY MANAGEMENT SPECIALIZED CERTIFICATES

Description: Certification in Production and Inventory Management (CPIM) provides specialized knowledge in six functional areas of production and inventory management. Building on competencies included in the Distribution Materials Management curricula, these courses will meet the requirements of the American Production and Inventory Control Society, an international society for resource management, to prepare students for Certification in Production and Inventory Management.

Admission Requirements

The requirements for admission to the Production and Inventory Management Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements;
achievement of program ready or provisional scores on the reading section of the ASSET placement test.

Required Courses			Credit Hours
DMM	161	Just-in-Time	3
DMM	162	Production and Activity Control	3
DMM	163	Materials and Capacity Requirements Planning	3
DMM	164	Inventory Management	3
DMM	165	Master Planning	3
DMM	166	System and Technologies	3
XXX	xxx	Electives	3
		Total	21

MEDICAL ASSISTING
Diploma

Program Description: The Medical Assisting Program is designed to develop the knowledge and skills necessary to function in a private or group medical practice. A variety of courses are given to assist the student in acquiring the needed knowledge and skills to work in a medical office. After completing the required course work, the student will intern as a medical assistant. Graduates will receive a diploma in Medical Assisting and are employable in the medical office environment.

Admission Requirements

The requirements for admission to the Medical Assisting Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test;
and completion of general admission requirements.

Medical Assistant ProgramEssential Skills

1. Meet admission standards.
2. Perform, read and interpret vital body signs.
3. Administer and evaluate all types of medications following safe procedures.
4. Perform sterile and isolation techniques.
5. Assist in lifting, transferring, and moving patients according to safety standards.
6. Perform daily functions for patients. (Example: Blood draws, testing, perform EKG's, assist with physical exam, etc.)
7. Read and interpret legal documents within the scope of medical assistant practice.
8. Perform documentation procedures.
9. Move throughout the clinical site in an efficient manner.
10. Communicate verbally and nonverbally with tact and understanding when dealing with patients, families and co-workers.
11. Perform and maintain CPR certification.
12. Demonstrate progressive independence without constant supervision.
13. Demonstrate persistent appropriate personal grooming in class and clinical practice.
14. Follow the policies and procedures of the facility used for clinical practice.

Clinical Requirements
Working Environment - Works inside well-lighted, ventilated patient care areas, spends 89-90% of time in patient care areas. May possibly receive cuts from sharp instruments and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment. OSHA Risk Factor - Category A. A chance of exposure to blood and other body fluids is **high** and is a condition of course completion. The courses expose the student to noxious smell, either toxic or non-toxic, exposure to toxic fumes, gases, vapors, mists or liquids which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion or action on the skin.

Physical Demands - This position will primarily be medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds. The ability to push or pull carts weighing up to 50 pounds is required. Occasional stooping, kneeling, reaching, and dexterity is required. Expressing or exchanging ideas by the spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, motions or other characteristics of objects is required. This requires a seeing acuity of near 20/20 vision; with clarity of vision at twenty inches or less, depth perception, four-way field vision, sharp eye focus, and the ability to identify and distinguish color. The ability to hear is essential. This position requires frequent sitting, standing and/or walking. Ability to work under mental and physical stress regularly is required.

Requirements for the Diploma in Medical Assisting
Minimum Program Length - 5 Quarters

General Core Courses			**Credit Hours 15**
ENG	111	Business English	5
MAT	101	General Mathematics	5
*PSY	191	Introductory Psychology	5
Fundamental Technical Courses			**26**
AHS	101	Anatomy and Physiology	5
BUS	101	Keyboarding/Typewriting	5
BUS	106	Office Procedures	4
MAS	101	Medical Laws and Ethics	2
MAS	103	Pharmacology	5
BUS	212	Anatomy and Terminology	5
Specific Technical Courses			**43**
MAS	104	Medical Administrative Procedures I	3
MAS	108	Medical Assisting Skills I	5
MAS	109	Medical Assisting Skills II	5
MAS	112	Human Diseases	5
MAS	113	Maternal and Child care	5
MAS	117	Medical Assisting Externship	6
MAS	118	Medical Assisting Seminar	4
Electives			5
MAS	105	Medical Administrative Procedures II	5
		or	
BUS	213	Medical Transcription I	3
		Electives	2
		Total	84

*Substituted for PSY 101

PRACTICAL NURSING
DIPLOMA

Program Description: The Practical Nursing Program is designed to prepare students to write the State Board of Examination for license 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 are 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

INTRODUCTION

The purpose of the Practical Nursing program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of practical nursing.

The Practical Nursing program provides educational opportunities regardless of race, color, national origin, religion, sex, age, disability, academic disadvantage, or economic disadvantage.

The Practical Nursing program is intended to produce graduates who are prepared for employment as practical nurses. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Graduates are to be competent in the occupational areas of anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care, and wellness and prevention of illness.

The Practical Nursing program strives to meet the health care needs of the community which it serves, working in conjunction with specific agencies that employ its graduates.

ADMISSION REQUIREMENTS

The following guidelines have been established in considering applicants for admission to the Practical Nursing program. This policy may be evaluated and revised as deemed necessary by faculty and administration.

A. All applicants to the Licensed Practical Nursing program must meet the following requirements:

1. Be 17 or more years of age.
2. Submit application and $15.00 application fee to Walker Technical Institute Admissions Office.
3. Take the placement examination (ASSET) and achieve required scores:

	ASSET
a. Reading	38
b. English	35
c. Math	38

LPN Placement :

a. Students taking the placement examination for the first time who do not obtain the required scores will be allowed to retest after 30 days.

b. Students not obtaining the required scores after the second attempt must complete remedial study before being allowed additional retakes.

4. Complete developmental course work as determined by testing.

5. Submit official high school and college transcript or GED test results to Walker Technical Institute.
6. Have a personal interview with designated school official upon satisfactory completion of the above.

7. Students will be selected when the above requirements have been completed based upon "first come, first served" and space available.

B. Students who are transferring from other regionally accredited nursing programs may receive advance placement if:

1. The above requirements have been met.

2. Students were in good standing at their previous institution.

3. A personal reference from the previously attended nursing school faculty has been submitted.

4. Nursing courses have been completed within two years prior to applying for admission or readmission. Applicants will be required to pass the course final examination with a grade of 75.

5. Science courses have been completed within three years prior to applying for admission or readmission. Applicants will be required to pass the Anatomy & Physiology final with a grade of 75.

C. A mandatory orientation to the program will be scheduled prior to beginning nursing courses. Students will submit the following **no later than two weeks before the first clinical.**

1. A completed physical and dental examination
2. Liability insurance payment
3. CPR certification

RETENTION POLICIES

1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next quarter of the nursing program..

2. Students must attain a numerical grade of 70 or better in each nursing course, including clinical rotations, to progress in the program.
3. A student must maintain CPR certification and carry professional liability insurance while enrolled in nursing courses.

READMISSION POLICIES

1. All current admission requirements must be met before applying for readmission.

2. Student must continue to be in good standing with the institution and the nursing program, i.e., no disciplinary or academic misconduct on record.

3. Unsuccessful students will be allowed one readmission into nursing course in which student was unsuccessful.

4. After an unsuccessful course, the student is required to wait at least one quarter before reentering that course.

PHYSICAL EXAMINATION

Students are required to submit a completed physical examination form to the nursing office one week before clinicals begin in the Fundamentals course. The physical must contain current information within the past three months. Included in the physical form must be the results of a TB skin test or chest x-ray, rubella titer, and evidence of tetanus booster within the last ten (10) years. In addition, a drug screen may be required after acceptance into the nursing program if student behavior warrants.

LIABILITY INSURANCE

Students are required to purchase the liability insurance. In order for the insurance to be effective by the first clinical day, the fee will be due three weeks before the first week of clinical. The approximate cost is $14.50.

GRADUATION REQUIREMENTS

All courses in the nursing curriculum must be completed in order to graduate. Only students who have completed required course work and receive the diploma are eligible to sit for the NCLEX-PN.

Students will be required to demonstrate attainment of stated program competencies by achieving a predetermined score on the NLN and other diagnostic readiness tests. Students not achieving this score will be required to successfully complete remedial work prior to completion of the program.

Practical Nursing Program Essential Skills

1. Meet admission standards.
2. Perform, read and interpret vital body signs.
3. Administer and evaluate all types of medications following safe procedures.
4. Perform sterile and isolation techniques.
5. Assist in lifting, transferring, and moving patients according to set nursing standards.
6. Perform daily functions for patients. (Example: feed, bathe, change bed linen, positioning, elimination, etc.)
7. Read and interpret legal documents within the scope of nursing practice.
8. Perform documentation procedures.
9. Move throughout the clinical site in an efficient manner.
10. Communicate verbally and nonverbally with tact and understanding when dealing with patients, families and co-workers.
11. Perform and maintain CPR certification.
12. Demonstrate progressive independence without constant supervision.
13. Demonstrate persistent appropriate personal grooming in class and clinical practice.
14. Follow the policies and procedures of the facility used for clinical practice.

Clinical Requirements

Working Environment - Works inside well-lighted, ventilated patient care unit, spends 89-90% of time in private and semi-private patient care rooms. May possibly receive cuts from sharp instruments and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment. OSHA Risk Factor - Category A. A chance of exposure to blood and other body fluids is **high** and is a condition of employment. The position exposes the employee to noxious smell, either toxic or non-toxic, exposure to toxic fumes, gases, vapors, mists or liquids which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion or action on the skin.

Physical Demands - This position will primarily be medium work requiring the ability to lift up to 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds. The ability to push or pull carts weighing up to 50 pounds is required. Occasional stooping, kneeling, reaching, and dexterity is required. Expressing or exchanging ideas by the spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, motions or other characteristics of objects is required. This requires a seeing acuity of near 20/20 vision; with clarity of vision at twenty inches or less, depth perception, four-way field vision, sharp eye focus, and the ability to identify and distinguish color. The ability to hear is essential. This position requires frequent sitting, standing and/or walking. Ability to work under mental and physical stress regularly is required.

Requirements for the Diploma inPractical Nursing
Minimum Program Length - 5 Quarters

General Core Courses			**Credit Hours 15**
ENG	111	Business English	5
MAT	101	General Mathematics	5
*PSY	191	Introductory Psychology	5
Fundamental Technical Courses			**26**
AHS	101	Anatomy and Physiology	5
AHS	102	Drug Calculation and Administration	3
AHS	103	Nutrition and Diet Therapy	I2
AHS	150	Nutrition and Diet Therapy II	3
NSG	111	Nursing Fundamentals	13
Specific Technical Courses			**49**
NPT	112	Medical Surgical I Practicum	7
NPT	113	Medical Surgical Nursing Practicum II	7
NPT	214	Maternal Child Nursing Practicum	4
NPT	215	Nursing Leadership Practicum	2
NSG	112	Medical Surgical Nursing I	9
NSG	113	Medical Surgical Nursing II	9
NSG	214	Maternal Child Nursing	10
NSG	215	Nursing Leadership	2
		Electives	3
		Total	94

*Substituted for PSY 101

QUALITY CONTROL
AAT DEGREE

Program Description: Students completing the Quality Control Technology Program are prepared to develop and operate quality control systems, apply and analyze testing and inspection procedures, use metrology and statistical methods to diagnose and correct improper quality control practices, understand human factors and motivation, develop and administer management information systems, and audit quality systems for deficiency identification and correction. Upon graduation students will receive the associate degree in Quality Control Technology.

Admission Requirements

The requirements for admission to the Quality Control Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT Degree in Quality Control
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 30**
Area I			
ENG	195	Technical Communication	5
SPC	191	Fundamentals of Speech	5
Area II			
PSY	191	Introductory Psychology	5
ECO	191	Principles of Economics	5
Area III			
MAT	191	College Algebra	5
MAT	198	Introduction to Statistics	5
Fundamental Technical Courses			**14**
MCH	102	Blueprint Reading for Quality Control	5
QCT	114	Statistical Process Control	3
CIS	102	Introduction to Computers	6
Specific Technical Courses			**50**
QCT	113	Metrology	5
QCT	115	Quality Cost Control	5
QCT	123	Quality Audit Systems	5
QCT	211	Statistical Quality Control	5
QCT	212	Industrial Statistics for Quality	5
QCT	213	Design of Experiments	5
QCT	221	Quality Planning and Reliability	5
QCT	222	Problem Solving and Decision Making	5
QCT	224	Procurement Quality Control	5
QCT	240	Quality Technician Seminar	5
		Electives	**5**
		Total	99

QUALITY CONTROL
DIPLOMA

Program Description: Students completing the Quality Control Technology Program are prepared to develop and operate quality control systems, apply and analyze testing and inspection procedures, use metrology and statistical methods to diagnose and correct improper quality control practices, understand human factors and motivation, develop and administer management information systems, and audit quality systems for deficiency identification and correction. Upon graduation students will receive a diploma in Quality Control Technology.

Admission Requirements

The requirements for admission to the Quality Control Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in
Quality Control
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours 23**
ECO	191	Principles of Economics	5
ENG	111	Business English	5
MAT	191	College Algebra	5
MAT	198	Introduction to Statistics	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			**14**
MCH	102	Blueprint Reading for Quality Control	5
QCT	114	Statistical Process Control	3
CIS	102	Introduction to Computers	6
Specific Technical Courses			**50**
QCT	113	Metrology	5
QCT	115	Quality Cost Control	5
QCT	123	Quality Audit Systems	5
QCT	211	Statistical Quality Control	5
QCT	212	Industrial Statistics for Quality	5
QCT	213	Design of Experiments	5
QCT	221	Quality Planning and Reliability	5
QCT	222	Problem Solving and Decision Making	5
QCT	224	Procurement Quality Control	5
QCT	240	Quality Technician Seminar	5
		Electives	**5**
		Total	92

QUALITY CONTROL SPECIALIZED CERTIFICATES

CERTIFIED QUALITY AUDITOR

Description: The Certified Quality Auditor Certificate is designed to provide the student with the necessary knowledge to pass the ASQC certification examination. Students completing the Certified Quality Auditor Certificate will understand the standards and principles of auditing and the auditing techniques of examining, questioning, evaluating, and reporting to determine a quality system adequacy and deficiencies. The Certified Quality Auditor analyzes all elements of a quality evaluation and control systems.

Admission Requirements

The requirements for admission to the Certified Quality Auditor Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the reading, math, and algebra sections of the ASSET placement test.

CMP	101	Introduction to Microcomputers	3
MAT	191	College Algebra	5
QCT	115	Quality Cost Control	5
QCT	123	Quality Audit Systems	5
QCT	235	Seminar in Quality Auditing	5
		Total	23

CERTIFIED MECHANICAL INSPECTOR

Description: The Certified Mechanical Inspector Certificate is designed to provide the student with the necessary knowledge to pass the ASQC certification examination. Students completing the Certified Mechanical Inspector Certificate are prepared to work in support of and under the direction of quality engineers, supervisors, or technicians.

Admission Requirements

The requirements for admission to the Certified Mechanical Inspector Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the reading, math and algebra sections of the ASSET placement test.

MAT	103	Algebraic Concepts	5
MCH	102	Blueprint Reading I	5
QCT	113	Metrology	5
QCT	114	Statistical Process Control	3
QCT	230	Seminar in Mechanical Inspection	5
		Total	23

QUALITY CONTROL
SPECIALIZED CERTIFICATES
CERTIFIED QUALITY TECHNICIAN

Description: The Certified Quality Technician Certificate is designed to provide the student with the necessary knowledge to pass the ASQC certification examination. Students completing the Certified Quality Technician Certificate are prepared to work under professional direction or supervision of quality engineers. The quality technician analyzes and solves quality problems, prepares inspection plans and instruction, selects sampling plan applications, prepares procedures, trains inspectors, perform audits, analyzes quality costs and other quality data, and applies fundamental statistical methods for process control.

Admission Requirements

The requirements for admission to the Certified Quality Technician Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements;
achievement of program ready or provisional scores on the reading and math sections of the ASSET placement test.

MAT	198	Introduction to Statistics	5
QCT	211	Statistical Quality Control	5
QCT	212	Industrial Statistics for Quality	5
QCT	222	Problem Solving and Decision Making	5
QCT	240	Technician Seminar	3
		Total	23

CERTIFIED QUALITY ENGINEER

Description: The Certified Quality Engineer Certificate is designed to provide the student with the necessary knowledge to pass the ASQC certification examination. Students completing the Certified Quality Engineer Certificate are prepared to develop and operate quality control systems, apply and analyze testing and inspection procedures, use metrology and statistical methods to diagnose and correct improper quality control practices, understand human factors and motivation, develop and administer management information systems, and to audit quality systems for deficiency identification and correction.

Admission Requirements

The requirements for admission to the Certified Quality Engineer Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the reading, math and algebra sections of the ASSET placement test.

QCT	240	Technician Seminar	3
MAT	198	Introduction To Statistics	5
MCH	102	Blueprint Reading	5
QCT	113	Metrology	5
QCT	123	Quality Audit Systems	5
QCT	211	Statistical Quality Control	5
QCT	212	Industrial Statistics for Quality	5
QCT	213	Design of Experiments	5
QCT	221	Quality Planning and Reliability	5
QCT	222	Problem Solving and Decision Making	5
QCT	224	Procurement of Quality Control	5
QCT	245	Seminar in Quality Engineering	3
		Total	53

OFFICE TECHNOLOGY
SECRETARIAL SCIENCE
AAT DEGREE

Program Description: The Secretarial Science Degree Program is a sequence of courses that prepares students for careers in the secretarial science profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of business and office technology theory and practical application to instill critical thinking, problem solving, human relation skills and the ability to apply technology to work requirements necessary for successful employment using both manual and computerized business and office technology systems. Graduates receive the associate degree in Secretarial Science.

Admission Requirements

The requirements for admission to the Secretarial Science Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the AAT in Secretarial Science
Minimum Program Length - 6 Quarters

General Core Courses			**Credit Hours 25**
Area I			
ENG	191	Composition and Rhetoric I	5
SPC	191	Fundamentals of Speech	5
Area II			
PSY	191	Introductory Psychology	5
ECO	191	Principles of Economics	5
Area III			
MAT	191	College Algebra	5
Fundamental Technical Courses			**21**
BUS	101	Keyboarding/Typewriting	5
BUS	102	Intermediate Typewriting	5
BUS	108	Word Processing	5
CIS	102	Introduction to Computers	6
Specific Technical Courses			**56**
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
ACC	105	Accounting Database Fundamentals	3
ACC	106	Accounting Spreadsheet Fundamentals	3
BUS	103	Advanced Typewriting	5
BUS	106	Office Procedures	4
BUS	107	Machine Transcription	3
BUS	201	Advanced Word Processing	3
MKT	101	Principles of Management	5
MKT	103	Business Law	5
		Electives	15
		Total	102

OFFICE TECHNOLOGY
BUSINESS AND OFFICE TECHNOLOGY
DIPLOMA

Program Description: The Business and Office Technology Diploma Program is a sequence of courses that prepares students for careers in the legal and medical secretarial professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of business and office technology theory and practical application to instill critical thinking, problem solving, human relation skills, and the ability to apply technology to work requirements necessary for successful employment using both manual and computerized business and office technology systems. Graduates receive a diploma in Business and Office Technology.

Admission Requirements

The requirements for admission to the Business and Office Technology Program are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma inBusiness and Office Technology
Minimum Program Length - 4 Quarters

			Credit Hours
General Core Courses			
ENG	111	Business English	5
ENG	112	Business Communications	5
MAT	111	Business Math	5
PSY	100	Interpersonal Relations and Professional Development	3
Fundamental Technical Courses			
BUS	101	Keyboarding/Typewriting	5
BUS	102	Intermediate Typewriting	5
BUS	103	Advanced Typewriting	5
BUS	106	Office Procedures	4
BUS	108	Word Processing	5
CIS	102	Introduction to Computers	6
Specific Technical Courses			
Legal Secretary Specialization Courses			
BUS	107	Machine Transcription	3
BUS	201	Advanced Word Processing	3
BUS	217	Legal Procedures I	7
BUS	218	Legal Procedures II	7
MKT	103	Business Law	5
		Electives	3
BUS	219	Legal Secretary Internship	12
		OR	
BUS	225	Office Simulation, and	8
		Electives	4
		OR	
Medical Secretary Specialization			
BUS	201	Advanced Word Processing	3
BUS	208	Office Accounting	4
BUS	211	Medical Terminology	4
BUS	212	Anatomy and Terminology	5
BUS	213	Medical Transcription I	3
BUS	214	Medical Transcription II	3
XXX	xxx	Technical Related Electives	6
BUS	215	Medical Secretary Internship	12
		OR	
BUS	225	Office Simulation, and	8
		Electives	4
		Total	88

OFFICE TECHNOLOGY
INFORMATION AND OFFICE TECHNOLOGY
DIPLOMA

Program Description: The Information and Office Technology Diploma Program is a sequence of courses that prepares students for careers in general secretarial and information processing specialist professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of business and office technology theory and practical application to instill critical thinking, problem solving, human relation skills, and the ability to apply technology to work requirements necessary for successful employment using both manual and computerized business and office technology systems. Graduates receive a diploma in Information and Office Technology.

Admission Requirements

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

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
achievement of program ready or provisional scores on the ASSET placement test; and
completion of general admission requirements.

Requirements for the Diploma in
Information and Office Technology
Minimum Program Length - 4 Quarters

General Core Courses			**Credit Hours**	**18**
ENG	111	Business English		5
ENG	112	Business Communications		5
MAT	111	Business Math		5
PSY	100	Interpersonal Relations and Professional Development		3
Fundamental Technical Courses				**33**
BUS	101	Keyboarding/Typewriting		5
BUS	102	Intermediate Typewriting		5
BUS	103	Advanced Typewriting		5
BUS	106	Office Procedures		4
BUS	107	Machine Transcription		3
BUS	108	Word Processing		5
CIS	102	Introduction to Computers		6
Specific Technical Courses				**20**
General Secretary Specialization				
BUS	201	Advanced Word Processing		3
BUS	208	Office Accounting		4
		Electives		7
BUS	221	Secretary Internship		6
		OR		
		Electives		
		OR		
Information Processing Specialization				
ACC	105	Database Fundamentals		3
BUS	201	Advanced Word Processing		3
**BUS	202	Spreadsheet Fundamentals		3
BUS	204	Information Processing Specialist Internship		6
		OR		
		Electives		
		Electives		5
			Total	71

*ACC 105 may be substituted
**ACC 106 may be substituted

OFFICE TECHNOLOGY
SPECIALIZED CERTIFICATES

CLERK TYPIST

Description: The Clerk Typist Certificate provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as a clerk typist in the general clerical field.

Admission Requirements

The requirements for admission to the Clerk Typist Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements;
achievement of program ready or provisional scores on the English, reading, and math sections of the ASSET placement test.

Required Courses			Credit Hours
BUS	101	Keyboarding/Typewriting	5
BUS	102	Intermediate Typewriting	5
BUS	107	Machine Transcription	3
BUS	108	Word Processing	5
CIS	102	Introduction to Computers	6
ENG	111	Business English	5
		Total	29

DOCUMENT DESIGN AND PRODUCTION

Description: The Document Design and Production Certificate provides instruction in the use of job specific software. It is intended for those individuals whose job requirements demand high skill levels in the production of printed documents from single page announcements and flyers to multiple page documents such as annual reports. This certificate stresses advanced word processing, desktop publishing, and graphic design skills.

Admission Requirements

The requirements for admission to the Document Design and Production Certificate are:
attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the English, reading, and math sections of the ASSET placement test.

Required Courses			Credit Hours
BUS	108	Word Processing	5
BUS	161	Desktop Publishing I	5
BUS	162	Desktop Publishing II	5
BUS	201	Advanced Word Processing	3
*BUS	202	Spreadsheet Fundamentals	3
CIS	102	Introduction to Computer	6
CIS	158	Networking I	5
**CIS	101	Keyboarding	3
		Total	35

*ACC 106 may be substituted
**BUS 101 may be substituted

OFFICE TECHNOLOGY
SPECIALIZED CERTIFICATES

MEDICAL TRANSCRIPTIONIST

Description: The Medical Transcriptionist Certificate provides entry level training for medical clerical support in preparation for initial employment with concentration in medical transcription procedures.

Admission Requirements

The requirements for admission to the Medical Transcriptionist Certificate are:

attainment of 16 or more years of age;
completion of general admission requirements; and
achievement of program ready or provisional scores on the English, reading, and math sections of the ASSET placement test.

Required Courses			Credit Hours
BUS	102	Intermediate Typewriting	5
BUS	108	Word Processing	5
BUS	211	Medical Terminology	4
BUS	212	Anatomy and Terminology	5
BUS	213	Medical Transcription I	3
BUS	214	Medical Transcription II	3
ENG	111	Business English	5
		Total	30

CHILD DEVELOPMENT ASSISTING SPECIALIZED CERTIFICATE

Program Description: The purpose of the Child Development Assisting Program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of child development. The child development associate is a person who is able to meet specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional, and intellectual growth in a child development framework. This certificate program is by direct request of Walker County Head Start to provide training for child development workers in their organization.

Admission Requirements

To be admitted to the Child Development Assisting Program, a student must meet all Walker Technical Institute admission requirements.

Admission Requirements

The requirements for admission to the Child Development Assisting Certificate are:

attainment of 16 or more years of age;
documentation of high school graduation or completion of GED;
completion of general admission requirements; and
achievement of program ready or provisional scores on the English, reading, and math sections of the ASSET placement test.

Required Courses			Credit Hours
PSY	100	Interpersonal Relations and Professional Development	3
CHD	101	Introduction to Child Development and Related Care	4
CHD	103	Human Growth and Development I	5
CHD	104	Human Growth and Development II	5
CHD	105	First Aid and Safety	4
CHD	112	Curriculum Development I	4
CHD	113	Creative Activities: Art for Children	3
CHD	114	Creative Activities: Music and Movement	3
CHD	202	Social Issues and The Family	5
		Total	36

EMERGENCY MEDICAL TECHNICIAN SPECIALIZED CERTIFICATE

Program Description
EMS 100 introduces the student to emergency medical services and emergency medical technicians' skills; emergency vehicle operations and equipment; blood and airborne pathogens; universal precautions; hazardous materials; anatomy and physiology; patient assessment; basic cardiac life support; automatic early defibrillation; and airway adjuncts and oxygen therapy.

EMS 101 introduces the student to radio communication; written documentation; wounds, bleeding, and bandaging; shock; instruction of MAST and IV therapy as invasive procedures; use of Epinephrine - SQ 1:1,000 in anaphylaxis; injuries to soft tissues; musculoskeletal injuries; and injuries to the skull, chest, and spine. Supervised experience with patients in clinical facilities is included.

EMS 102 introduces procedures of treatment and management of injuries to soft tissue, the abdomen, the musculoskeletal system, the neck, chest and spine. Covers environmental and behavioral emergencies as well as disaster/triage and patient lifting, moving and handling.

EMS 103 introduces procedures in treatment of medical emergencies. Obstetric, genitourinary, neonatal, pediatric, and environmental emergencies are covered. Situations involving multi-casualty scenarios, special patient handling, and extrication are provided. Supervised experience with patients in clinical facilities is included.

Admission Requirements

Requirements of admission to the Emergency Medical Technician Program are below:

- attainment of 18 or more years of age;
- documentation of high school graduation or completion of High School Equivalency Certificate requirements;
- hold a valid driver's license;
- achievement of an acceptable score in reading on the placement exam;
- completion of EMT application along with WTI application and related procedures;
- formal acceptance into the program by the EMT admissions committee on the basis of interview and assessment of student potential; and
- be physically able to perform the duties of an EMT as verified by a note from a physician. Due to physical requirements involved, pregnant individuals are not eligible for this course.

Required Courses			Credit Hours
EMS	100	Emergency Medical Services I	7
EMS	101	Emergency Medical Services II	7
EMS	102	Emergency Medical Services III	7
EMS	103	Emergency Medical Services III	9
		Total	30

COMMERCIAL TRUCK DRIVING SPECIALIZED CERTIFICATE

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

Admission Requirements

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

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

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

Commercial Truck Driving Course Outline

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

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

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

CONTINUING EDUCATION

In addition to the regular diploma programs, Walker Technical Institute offers ongoing 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. Schedules listing courses are published quarterly and are available free upon request. For information on Continuing Education courses, contact the Continuing Education Office.

ECONOMIC DEVELOPMENT PROGRAMS

EXISTING BUSINESS AND INDUSTRY

Walker Technical Institute's Economic Development 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

The state program is also administered through Walker Technical Institute's Economic Development 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. Telephone 706-764-3592

Course Descriptions

ACC 101 Principles of Accounting I **Credit Hours: 5**

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

ACC 102 Principles of Accounting II **Credit Hours: 5**
Prerequisite: ACC 101

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include receivable, inventory, plant assets, payroll, payable, and partnerships. Laboratory work demonstrates theory presented in class. (Winter, Summer for Day Classes; Winter for Evening Classes)

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

Emphasizes the fundamental understanding of corporate and cost accounting. Topics include accounting for a corporation, departmental accounting, job order/process cost accounting, and budgeting. Laboratory work demonstrates theory presented in class. (Fall, Spring for Day Classes; Spring for Evening Classes)

ACC 104 Computerized Accounting **Credit Hours: 3**
Prerequisites: ACC 102, CIS 102

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

ACC 105 Accounting Database Fundamentals **Credit Hours: 3**
Prerequisite: CIS 102

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

ACC 106 Accounting Spreadsheet Fundamentals **Credit Hours: 3**
Prerequisite: CIS 102

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

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

Emphasizes a through understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to manufacturing cost systems. Topics include job order cost accounting, process cost accounting, and standard cost accounting. (Winter, Summer for Day Classes; Fall for Evening Classes)

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

Provides students with an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include payroll and personnel records, computing and paying wages and salaries, various taxes, and analyzing and journalizing payroll transactions. (Winter, Summer for Day Classes; Winter for Evening Classes)

ACC 154 Personal Finance **Credit Hours: 5**

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include budgeting, cash management, credit, housing, transportation, insurance, investments, retirement, and estate planning. (Winter, Summer for Day Classes; Summer for Evening Classes)

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

Provides instruction for preparation of both state and federal income tax. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations. (Fall, Spring for Day Classes; Spring for Evening Classes)

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

Emphasizes the interpretation of data used by management in planning and controlling business activities. Topics include budgeting, capital investment decisions, price level and foreign exchange, analysis of financial statements, and internal reporting. (Winter, Summer for Day Classes; Summer for Evening Classes)

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

Provides students with laboratory based theoretical and technical advanced spreadsheet applications. Emphasis is placed on developing an understanding of scope and application of advanced spreadsheet software. Topics include advanced computational functions, advanced data management functions, advanced file management, advanced data manipulation, advanced spreadsheet printing options, advanced spreadsheet macros, advanced spreadsheet command language, advanced graph generation, and advanced accounting and financial applications. (Fall, Spring for Day Classes; Summer for Evening Classes)

ACT 100 Refrigeration Fundamentals **Credit Hours: 4**

Introduces basic concepts and theories of refrigeration. Topics include the laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety. (Fall for Day Classes; Fall, Alternating Years, for Evening Classes)

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. (Fall for Day Classes; Fall, Alternating Years, for Evening Classes).

ACT 102 Refrigeration Systems Components **Credit Hours: 7**
Prerequisites/Corequisites: ACT 100, ACT 101

Provides the student with the 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. (Fall for Day Classes; Winter, Alternating Years, for Evening Classes)

ACT 103 Electrical Fundamentals **Credit Hours: 8**

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. (Winter for Day Classes; Spring, Alternating Years, for Evening Classes)

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. (Spring for Day Classes; Fall, Alternating Years, for Evening Classes)

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. (Winter for Day Classes; Spring, Alternating Years, for Evening Classes)

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. (Winter for Day Classes; Summer, Alternating Years, for Evening Classes)

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. (Summer for Day Classes; Spring, Alternating Years, for Evening Classes)

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. (Summer for Day Classes; Spring, Alternating Years, for Evening Classes)

ACT 109 Troubleshooting Air Conditioning Systems **Credit Hours: 7**
Prerequisites/Corequisites: ACT 108, ENG 111

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. (Summer for Day Classes; Summer, Alternating Years, for Evening Classes)

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. (Spring for Day Classes; Fall, Alternating Years, for Evening Classes)

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. (Spring for Day Classes; Winter, Alternating Years, for Evening Classes)

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 pump system. Topics include installation procedures, servicing, electrical components, valves, and safety. (Summer for Day Classes; Summer, Alternating Years, for Evening Classes)

AHS 101 Anatomy and Physiology **Credit Hours: 5**

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, 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. (Winter, Summer for Day Classes; Fall for Evening Classes)

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. (Fall, Spring for Day Classes; Fall for Evening Classes)

AHS 103 Nutrition and Diet Therapy I **Credit Hours: 2**

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, social aspects of diet, patient assessment, and diet planning and preparation. (Fall, Spring for Day Classes; Fall for Evening Classes)

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

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

AHS 150 Nutrition and Diet Therapy II **Credit Hours: 3**
Prerequisites: AHS 103

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. (Fall, Spring for Day Classes; Fall for Evening Classes)

BUS 101 Keyboarding/Typewriting **Credit Hours: 5**

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. (Quarterly for Day and Evening Classes)

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 40 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. (Quarterly for Day and Evening Classes)

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

Continues the development of increased keyboarding speed and accuracy with mastery of production of complex documents. Students attain a minimum typing speed of 50 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. (Quarterly for Day and Evening Classes)

BUS 105 Database Fundamentals **Credit Hours: 3**
Prerequisites: CIS 102

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. (Winter, Summer for Day Classes; Winter for Evening Classes))

BUS 106 Office Procedures **Credit Hours: 4**
Prerequisites: BUS 101

Emphasizes essential skills required for the typical business office. Topics include office protocol, prioritizing, time management, telephone techniques, office equipment, mail services, reference materials, filing, correspondence, and travel and meeting arrangements. (Fall, Winter, Spring for Day Classes; Spring for Evening Classes))

BUS 107 Machine Transcription **Credit Hours: 3**
Prerequisites: BUS 102, CIS 102, 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. (Quarterly for Day ; Fall and Spring for Evening Classes)

BUS 108 Word Processing **Credit Hours: 5**
Prerequisites: BUS 101

Emphasizes an intensive use of word processing equipment to create and revise mailable documents or reports from rough draft copy and straight copy. Topics include proper maintenance and usage of equipment and supplies, work area management, competency in one or more software packages, and productivity. (Quarterly for Day Classes; Winter, Summer for Evening Classes)

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

Introduces organization and management concepts of the business world. Topics include business organization, enterprise management, marketing management, and financial management. (Fall, Spring for Day Classes; Winter for Evening Classes))

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

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. (Quarterly for Day and Evening Classes)

BUS 161 Desktop Publishing I **Credit Hours: 5**
Prerequisites: BUS 101, CIS 102

Emphasizes intensive use of desktop publishing software to create publications such as letterheads, resumes, fliers, brochures, reports, newsletters, and business cards. Topics include desktop publishing concepts, operation of DTP software, electronics page layout, basic graphic design, and practical applications. (Winter, Summer for Day Classes; Fall, Spring for Evening Classes)

BUS 162 Desktop Publishing II **Credit Hours: 5**
Prerequisites: BUS 101, CIS 102

Emphasizes intensive use of desktop publishing software to create advanced publications such as advertisements, proposals, manuals, catalogues, and newspapers. Topics include advanced layout and design, style sheets and templates, advanced graphic design, printing capabilities, and practical applications. (Spring, Fall for Day Classes; Winter for Evening Classes)

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. (Quarterly for Day Classes; Spring for Evening Classes)

BUS 202 Spreadsheet Fundamentals **Credit Hours: 3**
Prerequisites: CIS 102, MAT 111

Provides instruction in the use of electronic spreadsheet software packages in simple business applications. Students become proficient in creation and modification of spreadsheets. Topics include entering textual and numerical data in row/column relationships, editing and deleting entries, making computations through the use of formula and/or logic functions, and creation of spreadsheets. (Winter, Summer for Day Classes; Spring for Evening Classes)

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

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

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. (Winter, Summer for Day Classes; Fall, Spring for Evening Classes)

BUS 211 Medical Terminology **Credit Hours: 4**

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. (Winter, Summer for Day Classes; Fall for Evening Classes)

BUS 212 Anatomy and Terminology **Credit Hours: 5**
Prerequisite: 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, identification, and functions of body parts and systems. (Fall, Spring for Day Classes; Winter for Evening Classes)

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. (Quarterly for Day Classes; Fall and Spring for Evening Classes)

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. (Quarterly for Day Classes; Fall and Spring for Evening Classes)

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

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

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 non court documents. (Winter for Day Classes; Spring for Evening Classes)

BUS 218 Legal Procedures II **Credit Hours: 7**
Prerequisite: 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 non court documents.
(Spring for Day Classes; Fall for Evening Classes)

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

Provides students 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. (Quarterly for Day and Evening Classes)

BUS 221 Secretary Internship **Credit Hours: 6**
Prerequisite: Successful completion of all required course work

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

BUS 225 Office Simulation **Credit Hours: 8**
Prerequisite: Successful completion of all 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. (Quarterly for Day and Evening Classes)

CIS 101 Keyboarding **Credit Hours: 3**

Provides an introduction to the effective and efficient use of electronic machine keyboards. Topics include touch typing skills and text formatting and manipulation. Manual dexterity is developed using microcomputers and machine-driven exercises. (Fall, Spring for Day Classes; Fall for Evening Classes)

CIS 102 Introduction to Computers **Credit Hours: 6**

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. (Quarterly for Day and Evening Classes)

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

Provides an overview of operating systems functions and commands that are necessary in a micro mainframe computer working environment. Topics include multiprogramming, multiuser systems, data communications, utilities, task control languages, allocation of system resources, and networking. (Winter, Summer for Day Classes; Spring for Evening Classes)

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

Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudocode. Topics include problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure. (Fall, Spring for Day Classes; Winter for Evening Classes)

CIS 112 Systems Analysis and Design **Credit Hours: 4**
Prerequisite: CIS 105, programming language preferred

Provides a review of and an application of systems life cycle development methodologies implemented by project teams. Topics include initial investigation, feasibility study, systems analysis, systems design, technical design, program specifications, and implementation planning. (Fall, Spring for Day Classes; Winter for Evening Classes)

CIS 113 Cobol I **Credit Hours: 8**
Prerequisite/Corequisite: CIS 105 preferred

Provides a study of the COBOL programming language to solve business applications. Topics include divisions, input/output, arithmetic operations, conditional control, editing of input, and single level control breaks. (Fall, Spring for Day Classes; Spring for Evening Classes)

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. (Winter, Summer for Day Classes; Spring for Evening Classes)

CIS 122 Microcomputer Installation and Maintenance **Credit Hours: 3**

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. (Winter, Summer for Day Classes; Summer for Evening Classes)

CIS 123 Microcomputer Productivity Tools **Credit Hours: 8**

Provides a study of microcomputer based productivity tools. Topics include application software including an overview of word processing software, spreadsheet software, and database software.

CIS 124 Microcomputer Database Programming **Credit Hours: 8**
Prerequisite/Corequisite: CIS 102

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, data editing, debugging techniques, and printing customized reports. (Winter, Summer for Day Classes; Fall for Evening Classes)

CIS 125 Advanced Microcomputer Productivity Tools **Credit Hours: 8**
Prerequisite: CIS 102

Provides a study of microcomputer-based productivity tools. Topics include spreadsheet fundamentals, advanced spreadsheet concepts, development of macros, an introduction to business graphics, an introduction to graphical user interfaces, an introduction to desktop publishing, data communications, and miscellaneous productivity tools that are available. (Fall, Spring for Day Classes Only)

CIS 155 Working with Microsoft Windows Software **Credit Hours: 3**

Provides students with the interface concepts of Microsoft Windows software and the opportunity to develop software application skill in a wide range of business situations. Topics include getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows write and paintbrush features, data transfer with Microsoft Windows, printing with Microsoft Windows, and customizing with Microsoft Windows. (Winter for Day Classes Only)

CIS 156 Introduction to the Internet and Wide Area Networks **Credit Hours: 5**
Prerequisite: CIS 102

Introduces the student to Internet, a nationwide computer network that links colleges, technical institutes, businesses, and government agencies. This course provides the student with an excellent opportunity to understand, investigate, and explore the Internet and related wide area networks. The student will learn how to connect a PC to the Internet as well as how to use communications software to access the many resources available on the network. Topics include network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), Telnet, Internet gophers, and information services. (Spring for Day Classes Only)

CIS 157 Introduction to Windows Programming **Credit Hours: 8**

using Microsoft Visual BASIC
Prerequisites: CIS 102, CIS 105 preferred

Introduces the student to Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics. (Fall, Spring for Day Classes Only)

CIS 158 Networking I **Credit Hours: 5**
Prerequisite: CIS 102

Introduces the student to the fundamental concepts involved in selecting, installing, and maintaining a local area network. Laboratory exercises provide students with hands-on experience with local area networks. Topics include introduction to LANs, networking components, installing network software, and LAN management. (Spring and Fall for Day Classes Only)

CIS 165 Query/400 **Credit Hours: 3**
Prerequisite/ Corequisite: CIS 103, CIS 102 or Instructors Approval

Provides the student with a step-by-step approach to the Query/400 menus so that Query/400 may be used to increase productivity. Topics include using Query/400, selecting and sequencing fields, defining result fields, selecting sort fields to resequence output, selecting records for reporting, using summary functions, using report breaks, creating file relationships, report column formatting, and selecting output type and form.

CIS 166 AS400 Utilities **Credit Hours: 3**
Prerequisite/Corequisite: CIS 103, CIS 102 or Instructors Approval

Introduces the most popular utilities available on the IBM AS/400 computer System. Topics include programming development manager (PDM), AS/400 editor, creating physical files, using data file utility, using AS/400 Query, designing screens, OFFICEVISION/400 and logical files. (Winter for Evening Classes)

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. (Winter, Summer for Day Classes; Spring for Evening Classes)

CIS 250 RPG Programming I **Credit Hours: 8**

Introduces programming business applications using the RPG programming language. Topics include input/output processing, arithmetic operations, edit codes, comparing, control breaks, multiple control breaks, field-record relations, multiple record types, and exception output. (Winter, Summer for Day Classes; Summer for Evening Classes)

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

Provides an emphasis on designing and writing programs using the RPG programming language. Topics include arrays, magnetic disk, input editing, sequential file updating, creating, updating and retrieving indexed sequential files and interactive processing. (Fall, Spring for Day Classes; Fall for Evening Classes)

CIS 253 Basic Programming I **Credit Hours: 8**

Provides a study of the BASIC programming language on a microcomputer to solve business applications. Topics include data definition, calculations, decisions, data validation, multipage report formatting, array processing, sorting, string manipulation, and interactive processing. (Fall, Spring for Day Classes; Winter for Evening Classes)

CMP 101 Introduction to Microcomputers **Credit Hours: 3**

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

COS 100 Introduction to Cosmetology Theory **Credit Hours: 5**

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

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. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

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. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

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

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include treatment theory, basic corrective hair and scalp treatments, plain facials, products and supplies, and diseases and disorders. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

COS 104 Introduction to Manicuring and Pedicuring **Credit Hours: 1**
Prerequisite: 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. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

COS 105 Introduction to Shampooing and Styling **Credit Hours: 3**
Prerequisite: 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. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

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 implements will be stressed. Topics include haircutting terminology, safety and sanitation, cutting implements, and haircutting techniques. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

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

Continues the theory and application of haircutting techniques. Topics include client consultation, head and body analysis, hair analysis, and haircutting techniques. Students will practice haircutting techniques in the laboratory setting. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

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

Presents precautions and difficulties involved in applying permanent waves and relaxers. Application of permanent waves and relaxers on live models is included. Topics include timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

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

Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include lash and brow tints, coloring products, safety precautions and tests, mixing procedures, and color selection and application. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

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

Provides instruction on and 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. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

COS 111 Styling **Credit Hours: 3**
Prerequisite: COS 105

Continues the theory and application of hairstyling and introduces thermal techniques. Topics include blow dry styling, thermal curling, thermal pressing, thermal waving, braiding, safety, and cleaning and styling wigs and hairpieces. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

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. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

COS 113 Practicum I **Credit Hours: 4**
Prerequisites: COS 107, COS 108, COS 109, COS 110, COS 111, COS 112
Prerequisites/Corequisites: ENG 111, MAT 101, 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. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

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. (Fall, Spring for Day Classes; Quarterly for Evening Classes)

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

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 a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety precautions; and Hazardous Duty Standards Act compliance. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

COS 116 Practicum/Internship II **Credit Hours: 5**
Prerequisites: COS 113, COS 114, 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 a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair; haircutting; styling; dispensary; manicure/pedicure; reception; safety precautions; Hazardous Duty Standards Act compliance; and state licensure preparation. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

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

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include planning a salon/shop, business management, retailing, public relations, sales skills, and client retention. (Winter, Summer for Day Classes; Quarterly for Evening Classes)

DDF 100 Introduction to CAD **Credit Hours: 5**
This course introduces fundamental concepts and operations necessary to utilize microcomputers. Emphasis is placed on basic concepts, terminology, and techniques necessary for CAD applications. (Quarterly for Day and Evening Classes)

DDF 101 Introduction to Drafting **Credit Hours: 6**

Emphasizes the development of fundamental drafting techniques. Topics include terminology, drafting equipment care and use, lettering, line relationships, and geometric construction. (Quarterly for Day and Evening Classes)

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. (Quarterly for Day and Evening Classes)

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. (Quarterly for Day and Evening Classes)

DDF 104 Pictorial Drawing **Credit Hours: 3**
Prerequisites/Corequisites: 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. (Quarterly for Day and Evening Classes)

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. (Quarterly for Day and Evening Classes)

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. (Quarterly for Day and Evening Classes)

DDF 107 Introduction to CAD **Credit Hours: 5**
Prerequisites/Corequisites: CMP 101 or CIS 102, DDF 103, MAT 104

Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include terminology, CAD commands, basic entities, and basic drafting applications. (Quarterly for Day and Evening Classes)

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 line, planes, prisms, pyramids, curved surfaces, and cylinders and cones. (Quarterly for Day and Evening Classes)

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. (Quarterly for Day and Evening Classes)

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. (Quarterly for Day and Evening Classes)

DDS 201 Strength of Materials **Credit Hours: 5**
Prerequisites: ENG 111, MAT 104

Provides a non-calculus based overview of the behavior of materials when subjected to different loadings and restraints and the prediction of materials behavior in different situations. Topics include stress, strain, tension, moments of inertia, and beam bending. (Winter, Summer for Day and Evening Classes)

DDS 202 Advanced CAD **Credit Hours: 6**
Prerequisite: DDF 107, MAT 104

Continues development of CAD utilization skills in discipline specific applications. Topics include: DOS usage, advanced CAD commands, list 'P' line, advanced 3D, discipline oriented CAD application, macro utilization, and application customization.

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

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

DDS 205 Residential Architectural Drawing I **Credit Hours: 6**
Prerequisites: DDF 110, DDS 201, ENG 111, MAT 104

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

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

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

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

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

DDS 226 Manufacturing Processes **Credit Hours: 4**
Prerequisites/Corequisites: ENG 111, MAT 104

Introduces basic industrial manufacturing processes. Topics include measuring processes; gauging and inspecting processes; hot processes such as welding, forging, and forming; cold processes such as cutting, forming, and rolling; and finishing processes. (Fall, Spring for Day and Evening Classes)

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

Emphasizes calculation, specification development, and drawing of gear and cam systems to produce desired results. Topics include reference utilization, solution for two unknowns, standard gear applications, standard cam applications, and gear ratios. (Quarterly for Day and Evening Classes)

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

Emphasizes familiarization with and utilization of common linkage types. Students apply linkage concepts to specific problems. Topics include direct linkages, multi-linkages, standardized gear boxes, and fundamental robotic concepts. (Quarterly for Day and Evening Classes)

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

Provides opportunities for design utilization of multiple power transmission methodology. Topics include belts and pulleys, clutches and brakes, sprockets and chains, gear boxes, hydraulics, and pneumatics. (Quarterly for Day and Evening Classes)

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

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

DMM 161 Just-In-Time **Credit Hours: 3**

In this course, students will learn how to understand the implications of total quality management in a JIT environment; implement shop floor control systems; use cycle time, kanban, demand-pull, order-push, and other concepts; structure operations to support and reap the benefits of JIT; design systems that involve employees, set up a synchronous operations flow; build supplier relations for JIT; and affect and sustain the cultural change needed for JIT. (Annually for Evening Classes)

DMM 162 Production Activity Control **Credit Hours: 3**

In this course, students will learn how to relate production activity control to the other elements of manufacturing planning and control; calculate capacity and balance load with capacity; level load and material; perform operations scheduling and project scheduling; identify and manage the factors that affect actual lead times; schedule and control outside suppliers; collect and mange data to analyze production; measure shop performance at various job shops and flow production. (Annually for Evening Classes)

DMM 163 Material And Capacity Requirements Planning **Credit Hours: 3**

This course teaches students how to classify different manufacturing environments and recognize how to apply MRP and capacity requirements planning (CRP) to different production situations; identify the inputs to MRP; run the MRP process; use MRP records to manage conditions that are exceptions to the norm; use CRP to create a workable schedule for factory production; calculate and analyze CRP; take performance measurements to determine whether MRP and CRP are working effectively. (Annually for Evening Classes)

DMM 164 Inventory Management **Credit Hours: 3**

This course presents techniques to teach differentiation among types of inventory, performance of ABC inventory analysis, alternative costing methods used for inventory accounting, inventory replenishment systems and determination of reorder points, order quantity decisions, determination of optimum levels of safety stock, and distribution of resource planning. (Annually for Evening Classes)

DMM 165 Master Planning **Credit Hours: 3**

This course will present material to teach students how to forecast using various quantitative and qualitative methods; evaluate different forecasting techniques; perform effective production planning in different environments; integrate production planning and resource planning; develop mater production schedules; use interrelated mater scheduling techniques; judge the effectiveness of master planning; and balance the diverse and conflicting responsibilities of a master planner. (Annually for Evening Classes)

DMM 166 Systems And Technologies **Credit Hours: 3**

This course teaches students to anticipate how corporate strategy decisions will affect the production and inventory management area; analyze the company's manufacturing strategy and its applications; analyze strategic issues in quality and information systems; configures your production and inventory management system to fit the strategic decisions of your company and use the principles of MRPII and JIT; configure the master schedule, the rough-cut capacity plan, the material requirements plan, and the shop floor plan; define top management's role and responsibilities in implementing systems and technologies; manage project initiation, deliverables, and human and financial resources; measure the planning and control process. (Annually for Evening Classes)

DMM 167 Customers And Products **Credit Hours: 3**

Customers and Products teaches the student how to integrate marketing and sales, filed service, and product design and development. The student will learn how to use the results of marketing research and competitive analysis to define the strategy for capturing a customer base. Students will learn how price, quality levels, service levels, and delivery performance affects a company. They will also learn how to select and develop distribution channels based on product attributes and human resource capabilities. The use of field service representatives, interdisciplinary design teams, and supplier partnerships will also be addressed. (Annually for Evening Classes)

DMM 168 Logistics **Credit Hours: 3**

In Logistics the student will learn how to: integrate production and inventory control, procurement and distribution; apply both the fundamental and emerging concepts of production and inventory control, including their terms; make business partners out of suppliers; implement critical performance measures; integrate distribution with the total business mission and strategic plan; and minimize distribution costs and inaccuracies while maximizing customer service. (Annually for Evening Classes)

DMM 169 Manufacturing Processes **Credit Hours: 3**

Through this course the student will learn how to: integrate industrial facilities management, manufacturing, and process design and development; manage and monitor facilities to comply with regulations, increase resource availability, and limit unplanned losses in capacity; identify the appropriate type of manufacturing process, layout, technology, and workforce needed for a given product; use JIT, TQM, concurrent engineering, and supplier involvement to enhance production; profit from such initiatives as focused factories, reduction of variability, simplified work flows, and improved layouts; and improve quality, response time, cost, value added, and human resource capability on a continuous basis.
(Annually for Evening Classes)

DMM 170 Support Functions **Credit Hours: 3**

In this course the student will learn how to: integrate information systems, human resources, total quality management, finance, and accounting; improve internal and external processes and product performance; use tqm principles such as benchmarking and the cost of quality measurements; identify trends in organizational design and their effects on employees; establish human resource systems that foster employee involvement and include measurement mechanisms; define and change operating performance measures; trace the flow of accounting information; construct information systems that allow for integration for future technologies and trends. (Annually for Evening Classes)

ECO 191 Principles of Economics **Credit Hours: 5**

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

ELC 104 Soldering Technology **Credit Hours: 2**

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topic include safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques. (Fall, Spring for Day Classes; Winter for Evening Classes)

ELC 106 Direct Current Circuits I **Credit Hours: 4**
Prerequisite/Corequisite: 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. (Fall, Spring for Day Classes; Fall for Evening Classes)

ELC 108 Direct Current Circuits II **Credit Hours: 4**
Prerequisite/Corequisite: ELC 106

Continues direct current (DC) concepts and applications. Topics include complex series/parallel circuits and DC theorems. (Fall, Spring for Day Classes; Fall for Evening Classes)

ELC 109 Alternating Current I **Credit Hours: 4**
Prerequisites/Corequisites: ELC 108, MAT 104

Introduces the theory and application of varying sine wave voltages and current. Topics include AC wave generation, oscilloscope operation, inductance, and capacitance. (Winter, Summer for Day Classes; Winter for Evening Classes)

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

Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and oscilloscopes. Topics include simple RLC circuits, AC circuit resonance, passive filters, transformer theory and applications, and nonsinusoidal wave forms. (Winter, Summer for Day Classes; Winter for Evening Classes)

ELC 114 Solid State Devices I **Credit Hours: 4**
Prerequisite/Corequisite: ELC 110

Introduces the physical characteristics and applications of solid state devices. Topics include PN diodes, power supplies, voltage regulation, and special applications. (Fall, Spring for Day Classes; Spring for Evening Classes)

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

Continues the exploration of the physical characteristics and applications of solid state devices. Topics include bipolar junction theory and bipolar junction applications. (Fall, Spring for Day Classes; Spring for Evening Classes)

ELC 117 - Linear Integrated Circuits **Credit Hours: 7**
Prerequisite/Corequisite: ELC 125

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include operational amplifiers, timers, and three-terminal voltage regulators. (Winter, Summer for Day Classes; Fall for Evening Classes)

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

Introduces the basic building blocks of digital circuits. Topics include binary arithmetic, logic gates and truth tables, Boolean algebra and minimization concepts, logic families, and digital test equipment. (Fall, Spring for Day Classes; Winter for Evening Classes)

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

Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, display drivers, and analog to digital and digital to analog conversions. (Winter, Summer for Day Classes; Spring for Evening Classes)

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

Introduces the fundamentals of current microprocessors. The course focuses on current generation microprocessors. Topics include microprocessor architecture, instruction set, addressing schemes, debugging, and memory devices. (Winter, Summer for Day Classes; Spring for Evening Classes)

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

Continues in-depth study of current microprocessors. Emphasis is placed on application and operation of current generation microprocessors. Topics include instruction set, assembler, addressing schemes, debugging, and memory devices. (Fall, Spring for Day Classes Only)

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

Develops skills in using fundamental microprocessor interfacing with memory and programmable interface adapters. Topics include interfacing, memory circuits, input/output, programmable peripheral interfaces, and use of diagnostic programs. (Fall, Spring for Day Classes Only)

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

Continues the exploration of the physical characteristics and applications of solid state devices. Topics include field effect transistors, power control and switching devices, and display devices. (Winter, Summer for Day Classes; Fall for Evening Classes)

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

Provides a study of the computer system level architecture and functional operation of computer peripherals. Topics include software and hardware interfacing techniques, display terminals, printers, mass storage, and console devices. (Winter, Summer for Day Classes Only)

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

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

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

Provides a study of interrelationships of hardware and software at the systems level and the functional operation and utilization of the operating system. Topics include use of operating system components, system installation and generation, utilities and commands, file structure and management, multi-user operating system theory, software applications, assembly language, monitoring utilities, on-line diagnostics, and system fault isolation. (Fall, Spring for Day Classes Only)

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

Introduces computer programming using a high-level language such as BASIC, Pascal, FORTRAN, "C," or others. Topics include flowcharting and problem analysis while developing programming skills, solution design and coding, program execution, and debugging procedures. (Winter, Summer for Day Classes Only)

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

Introduces the fundamentals, terminology, protocols, and applications of data communications. Topics include principles of operation, functions, internal circuitry, and troubleshooting techniques of both synchronous and asynchronous interfaces and modems. (Fall, Spring for Day Classes Only)

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

Emphasizes the use of diagnostics to isolate failures, replace the defective module or subsystem, and verify proper operation. Topics include operating systems use, diagnostic programs, preventive maintenance, subsystem isolation, system preparation and verification, and service reports completion. (Winter, Summer for Day Classes Only)

ELC 211 Process Control **Credit Hours: 7**
Prerequisite/Corequisite: ELC 125

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards. (Fall, Spring for Day Classes Only)

ELC 212 Motor Controls **Credit Hours: 7**
Prerequisite/Corequisite: ELC 125

Introduces the application of motor controls in the industrial environment. Topics include AC/DC motors, AD/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources. (Winter, Summer for Day Classes Only)

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

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include controller hardware, programming, PC applications, and troubleshooting. (Winter, Summer for Day Classes Only)

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

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include linkages, motion analysis, gear drives, and preventive maintenance. (Fall, Spring for Day Classes Only)

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

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing. (Fall, Spring for Day Classes Only)

ELC 216 Robotics **Credit Hours: 3**
Prerequisites/Corequisites: ELC 213, ELC 214, ELC 215

Explores robotic concepts, terminology, and basic applications. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include safety, terminology, languages, and programming. (Winter, Summer for Day Classes Only)

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

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

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

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

ENG 097 Developmental English I **Credit Hours: 5 IC**
Prerequisite: Placement by diagnostic testing

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

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

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

ENG 102 Technical Writing **Credit Hours: 5**
Prerequisites: ENG 098 or placement by diagnostic testing, RDG 098 or placement by diagnostic testing, CIS 101 or BUS 101

Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include composition/grammar review, technical communications, construction of informal reports, business letters, oral reports, graphics use, information collection, and production of technical reports. Homework assignments reinforce classroom learning. (Summer for Day Classes; Spring for Evening Classes)

ENG 111 Business English **Credit Hours: 5**
Prerequisites: ENG 097 or placement by diagnostic testing, RDG 097 or placement by diagnostic testing

Emphasizes a functional and comprehensive review of English usage. Topics include: English grammar and composition fundamentals. (Quarterly for Day and Evening Classes)

ENG 112 Business Communications **Credit Hours: 5**
Prerequisites: BUS 101, Grade of C or better in ENG 111

Provides knowledge and application of written and oral communications found in business situations. Topics include writing fundamentals and speaking fundamentals. (Quarterly for Day and Evening Classes)

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

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

ENG 193 Composition and Rhetoric II **Credit Hours: 5**
Prerequisites: ENG 191 with a C or better

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

ENG 195 Technical Communications **Credit Hours: 5**
Prerequisites: ENG 191 with a C or better; CIS 101 or BUS 101

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation. (Winter, Summer for Day Classes; Spring for Evening Classes)

HUM 191 Introduction to Humanities **Credit Hours: 5**
Prerequisites: ENG 191 with a C or better

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities are presented as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments and contributions of the humanities. (Offered On Demand at Least Once Annually For Day and Evening Classes)

IMT 101 Industrial Maintenance Safety Procedures **Credit Hours: 2**

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. (Fall, Spring, Alternating Years, for Day Classes Only)

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

Introduces the fundamental theories and applications of single phase and three-phase motors. Topics include motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors (series, shunt, and compound), scheduled preventive maintenance, troubleshooting and failure analysis, and Article 430 of the National Electrical Code. (Winter, Summer, Alternating Years, for Day Classes Only)

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

Introduces the fundamental concepts, principles, and control devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include principles of motor control, control devices, symbols and schematic diagrams, and Article 430 N.E.C. (Fall, Spring, Alternating Years, for Day Classes Only)

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

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include control transformers, full voltage starters, reversing circuits, jogging circuits, and braking. (Fall, Spring, Alternating Years, for Day Classes Only)

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

Provides instruction in two-wire motor control circuits using relays, contactors, and motor starters with application sensing devices. Topics include wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches. (Fall, Spring, Alternating Years, for Day Classes Only)

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

Continues instruction in the study and application of motor control circuits with emphasis on sequencing circuits, complex circuits, and motor control centers. Topics include sequencing circuits, reduced voltage starting, motor control centers, and troubleshooting. (Winter, Summer, Alternating Years, for Day Classes Only)

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

Provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include fundamentals of variable speed control, AC and DC motors, solid state controls, installation procedures, and ranges. (Fall, Spring, Alternating Years, for Day Classes Only)

IMT 126 Programmable Logic Control Practicum **Credit Hours: 4**
Prerequisite/Corequisite: ELT 114

Provides for hands-on development of operational skills in the maintenance and troubleshooting of automated industrial machinery. Emphasis is placed on applying skills developed in previous courses in programmable logic control (PLC) in an industrial setting. Topics include hardwiring PLC equipment, writing and executing programs, and troubleshooting PLC circuits. (Fall, Spring, Alternating Years, for Day Classes Only)

IMT 127 Industrial Maintenance Internship **Credit Hours: 4**
Prerequisite: All non-elective courses required for program completion

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

IMT 129 Industrial Wiring I **Credit Hours: 5**
Prerequisites/Corequisites: ELC 106, ELC 109

Provides instruction in the fundamental concepts of industrial wiring with an emphasis on NEC requirements. Topics include wiring devices and materials; symbols and blueprint reading; branch and feeder circuits; switches, receptacles, and cord connectors; grounding; wire sizing; overcurrent protection; and NEC requirements. (Fall, Spring, Alternating Years, for Day Classes Only)

IMT 130 Industrial Wiring II **Credit Hours: 5**
Prerequisite/Corequisite: IMT 129

Continues instruction in the study of industrial wiring. Topics include raceway installation, three phase systems, transformers (single phase and three phase), industrial lighting systems, and NEC requirements. (Winter, Summer, Alternating Years, for Day Classes Only)

IMT 132 Industrial Maintenance (Electrical) Review **Credit Hours: 3**
Prerequisites: All required Industrial Maintenance (Electrical) courses

Provides an instructional review of the Industrial Maintenance (Electrical) course of study with a comprehensive assessment of each area. The assessment will consist of a written, identification, and hands-on examination. Topics include math, alternating current, direct current, motor controls, safety, programmable logic controllers, AC-DC motors, and industrial wiring. (Winter, Summer, Alternating Years, for Day Classes Only)

IMT 152 National Electric Code **Credit Hours: 4**
Prerequisites: ELC 108, ELC 108, ELC 109, ELC 110

Provides students with an in depth review of the National Electric Code (NEC) as applied to electrical equipment installation in the industrial plant setting. Emphasis is placed on understanding the format and organization of content presented in Chapters I through IV of the NEC. Topics include: presentation format of the NEC; code definitions and requirements; wiring and protection; wiring methods and materials; and equipm,ent ionstallation and maintenance. (Annually for day and evening classes)

proEmphasizes a functional and comprehensive review of English usage. Topics include: English grammar and composition fundamentals. (Quarterly for Day and Evening Classes)

ENG 112 Business Communications **Credit Hours: 5**
Prerequisites: BUS 101, Grade of C or better in ENG 111

Provides knowledge and application of written and oral communications found in business situations. Topics include writing fundamentals and speaking fundamentals. (Quarterly for Day and Evening Classes)

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

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

ENG 193 Composition and Rhetoric II **Credit Hours: 5**
Prerequisites: ENG 191 with a C or better

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

ENG 195 Technical Communications **Credit Hours: 5**
Prerequisites: ENG 191 with a C or better; CIS 101 or BUS 101

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation. (Winter, Summer for Day Classes; Spring for Evening Classes)

HUM 191 Introduction to Humanities **Credit Hours: 5**
Prerequisites: ENG 191 with a C or better

Explores the philosophic and artistic heritage of humanity expressed through a historical
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MT 132 Industrial Maintenance (Electrical) Review **Credit Hours: 3**
Prerequisites: All required Industrial Maintenance (Electrical) courses

Provides an instructional review of the Industrial Maintenance (Electrical) course of study with a comprehensive assessment of each area. The assessment will consist of a written, identification, and hands-on examination. Topics include math, alternating current, direct current, motor controls, safety, programmable logic controllers, AC-DC motors, and industrial wiring. (Winter, Summer, Alternating Years, for Day Classes Only)

IMT 152 National Electric Code **Credit Hours: 4**
Prerequisites: ELC 108, ELC 108, ELC 109, ELC 110

Provides students with an in depth review of the National Electric Code (NEC) as applied to electrical equipment installation in the industrial plant setting. Emphasis is placed on understanding the format and organization of content presented in Chapters I through IV of the NEC. Topics include: presentation format of the NEC; code definitions and requirements; wiring and protection; wiring methods and materials; and equipm,ent ionstallation and maintenance. (Annually for day and evening classes)

MAS 101 Medical Law and Ethics **Credit Hours: 2**

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

MAS 103 Pharmacology **Credit Hours: 4**
Prerequisites: AHS 101, AHS 109, MAT 101

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

MAS 104 Medical Administrative Procedures I **Credit Hours: 2**
Prerequisites: AHS 109, BUS 101

Emphasizes essential skills required for the typical medical office. Topics include accounting procedures and insurance preparation and coding. (Fall for Day Classes Only)

MAS 105 Medical Administrative Procedures II **Credit Hours: 5**
Prerequisites: MAS 103, MAS 104

Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include introduction to the computer and medical transcription. (Winter for Day Classes Only)

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

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

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

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

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

Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include introduction to disease and diseases of body systems including the nutritional and pharmacological implications. (Fall for Day Classes Only)

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

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

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

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

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

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include letters of application, resumes, job interviews, letters of resignation, and review for the certification examination. (Spring for Day Classes Only)

MAT 097 Developmental Mathematics III **Credit Hours: 5 IC**
Prerequisite: MCA 201 **Credit Hours: 5**

Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include indexing; rotary table; boring, facing, and turning; and straddle milling. (Quarterly for Day Classes Only)

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

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include thread cutting, precision boring, precision knurling, and tapers. (Quarterly for Day and Evening Classes)

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

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include eccentric turning, special setups, and tolerance turning. (Quarterly for Day Classes Only)

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

Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include surface grinding, cylindrical grinding, tool and cutter grinding, and grinding theory. (Quarterly for Day Classes Only)

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

Provides instruction in advanced grinding techniques and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include grinding theory, abrasives, wheel preparation, and form grinding. (Quarterly for Day Classes Only)

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

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

MCA 213 CNC Mill Manual Programming **Credit Hours: 6**
Prerequisite: MCA 211

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

MCA 215 CNC Lathe Manual Programming **Credit Hours: 6**
Prerequisite: MCA 211

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

MCA 217 CNC Practical Applications **Credit Hours: 6**
Prerequisites: MCA 211, MCA 213, MCA 215

Provides instruction in specialty tooling and multi-axis machining. Students will also gain experience in process control. Topics include specialty tooling, EDM/ECM, multi-axis machining, process control, and laboratory practice. (Quarterly for Day Classes Only)

MCA 219 CAD/CAM Programming **Credit Hours: 6**
Prerequisite: MCA 211

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

MCH 101 Introduction to Machine Tool **Credit Hours: 6**

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

MCH 102 Blueprint Reading for Machine Tool I **Credit Hours: 5**

Introduces the fundamental concepts and techniques necessary to interpret drawings and produce sketches for machine tool applications. Topics include interpretation of blueprints and sketching. (Quarterly for Day and Evening Classes)

MCH 104 Machine Tool Math I **Credit Hours: 5**
Prerequisite/Corequisite: MAT 101

Develops mathematic competencies as applied to machine tool technology. This course emphasizes manipulation and use of machining formulas and the discussion of machining geometry. Topics include machining algebra and machining geometry. (Quarterly for Day and Evening Classes)

MCH 105 Machine Tool Math II **Credit Hours: 5**
Prerequisite: MCH 104

Continues the development of mathematics competencies as applied to machine tool technology. Emphasis is placed on the uses of geometric and trigonometric principles in machining. Topics include advanced applied geometry and applied trigonometry. (Quarterly for Day and Evening Classes)

MCH 107 Characteristics of Metal/Heat Treatment **Credit Hours: 4**
Prerequisite: Provisional admission

Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include metallurgy and heat treatment. (Quarterly for Day and Evening Classes)

MCH 109 Lathe Operations I **Credit Hours: 7**

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. (Quarterly for Day and Evening Classes)

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

Provides further instruction for students to develop skill in the use of lathes. Topics include lathes, lathe setup, and operations. (Quarterly for Day and Evening Classes)

MCH 112 Surface Grinder Operations **Credit Hours: 6**

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include surface grinder, maintenance, surface grinder setup, surface grinder operations, and assembly operations. (Quarterly for Day and Evening Classes)

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

Continues the development of blueprint reading competencies as applied to Machine Tool Technology. Topics include geometric dimensioning and tolerancing, advanced sectioning, and assembly drawings. (Quarterly for Day and Evening Classes)

MCH 115 Mill Operations I **Credit Hours: 7**

Provides instruction in the setup and use of the milling machine. Topics include milling machines, milling machine calculations, milling machine setup, and milling machine operation. (Quarterly for Day and Evening Classes)

MCH 116 Mill Operations II **Credit Hours: 6**
Prerequisite: MCH 115

Provides further instruction for students to develop skills in the use of milling machines. Topics include vertical and horizontal mill calculations, vertical and horizontal mill setup, and vertical and horizontal mill operations. (Quarterly for Day and Evening Classes)

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

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 machinery. Topics include introduction to microcomputer concepts, basic microcomputer operations, functions and subroutines, machine tool applications, Cartesian coordinates, absolute and incremental programming, and capabilities and limitations of CNC. (Quarterly for Day and Evening Classes)

MCH 150 Machine Tool Fundamentals **Credit Hours: 4**

Introduces an overview of fundamental machine tool equipment and practices. Topics include laboratory safety, cutting devices, milling machines, lathes, and drill presses. (Quarterly for Day and Evening Classes)

MCH 152 Industrial Machine Applications **Credit Hours: 6**
Prerequisites: MCH 110, MCH 112, MCH 116

Provides students an opportunity to perform creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Emphasis is placed on bench work; lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include job planning, preparation for machining operations, and machining operations. (Quarterly for Day and Evening Classes)

MKT 100 Introduction to Marketing **Credit Hours: 5**

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. (Fall for Day Classes Only)

MKT 101 Principles of Management **Credit Hours: 5**

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. (Fall, Summer for Day Classes; Fall for Evening Classes)

MKT 103 Business Law **Credit Hours: 5**

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. (Fall, Winter, Spring for Day Classes; Spring for Evening Classes)

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. (Winter for Day Classes Only)

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. (Summer for Day Classes Only)

MSD 101 Interpersonal Employee Relations **Credit Hours: 5**

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict. (Winter for Day Classes; Summer for Evening Classes)

MSD 102 Legal Environment for Supervisors **Credit Hours: 5**

Develops a working knowledge of the legal environment of business necessary for supervisors. Topics include the legal system and public policy making, administrative law and business contracts, individual accountability and liability, debtor-creditor relationships, interpreting and understanding federal protective laws relating to consumers and competition, the Uniform Commercial Code, Title VII of the Civil Rights Acts, OSHA (Occupational Safety and Health Administration) regulations, and employee protective laws. (Fall, Winter, Spring for Day Classes; Fall for Evening Classes)

MSD 103 Leadership and Decision Making **Credit Hours: 5**

Familiarizes the student with the principles and methods of sound leadership and decision making. Topics include basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision-making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility. (Fall for Day Classes; Winter for Evening Classes)

MSD 104 Personnel Administration for Supervisors **Credit Hours: 5**

Acquaints the student with the authority, responsibility, functions, and problems of the personnel administrator. Topics include the relationship between the personnel administrator and the line manager; analysis and development of job descriptions; interview of prospective employees; diagnosis of organizational health from the personnel perspective; laws and guidelines which dictate personnel actions; the basic concepts, guidelines, and responsibilities for training employees; and employability skills. (Winter for Day and Evening Classes)

MSD 105 Labor Law and Labor Relations **Credit Hours: 5**

Acquaints the student with labor laws and labor relations principles which define the proper conduct of labor relations. Topics include widely applicable labor laws, collective bargaining, contract negotiations, Taft-Hartley and Wagner Acts, labor union practices and law, unfair labor practices, the Disclosure Act of 1959, and arbitration procedures. A series of case studies and contract negotiations exercises are used to reinforce labor law and labor relation concepts. (Spring for Day and Evening Classes)

MSD 106 Counseling and Disciplinary Actions **Credit Hours: 5**

Develops an understanding of the proper counseling and disciplinary techniques to use in various workplace situations. Topics include the approaches to counseling and when each technique is appropriate; the use of good interpersonal communications to make counseling more effective; how to recognize when counseling is needed; and handling disciplinary problems in a fair and impartial manner, counseling for discipline, common causes of disciplinary problems, and positive discipline. (Fall for Day Classes; Summer for Evening Classes)

MSD 107 Training and Performance Evaluation **Credit Hours: 5**

Shows the student how to recognize when training is needed and how to properly use the performance evaluation system. Topics include training principles; training techniques for maximum effectiveness; the supervisor's responsibilities for training; steps in training; the importance and impact of performance evaluation and use of the performance evaluation as a management tool; and fairness and equity in preparing the performance evaluation. (Winter for Day Classes; Fall for Evening Classes)

MSD 108 Management and Supervisory Seminar **Credit Hours: 5**
Prerequisite: MSD 103

Encourages students to discuss their perception of management practices which have been studied during the Management/Supervisory Development program. Topics include current issues and problems in management and supervision and state of the art management and supervision techniques. Guest speakers will contribute to the seminar. (Spring for Day Classes Only)

MSD 110 Management and Supervision O.B.I. I **Credit Hours: 3**

Introduces students to the application and reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar. (Quarterly for Day Classes Only)

MSD 113 Ethical Management **Credit Hours: 5**

Provides students with an overview of ethical management practices with emphasis on the axiology of contemporary managerial ethics. Topics include the roots of ethics, traditional and contemporary definitions of good, personal values, moral development, ethics in the workplace, the ethical orientation of organizations, ethics and society, managerial ethics and the rule of law, managerial ethics and normative philosophy, managerial ethics and individual decision making, and managerial ethics and organizational design. (Spring for Day and Evening Classes)

NPT 112 Medical Surgical I Practicum **Credit Hours: 7**
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, and deviations from the normal state of health. Topics include oncology; cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; pharmacology; nursing procedures/techniques; and utilizing the nursing process. (Winter, Summer for Day Classes; 1/2 Spring, 1/2 Summer for Evening Classes)

NPT 113 Medical Surgical Nursing Practicum II **Credit Hours: 7**
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. (Winter, Spring for Day Classes; Winter for Evening Classes)

NPT 214 Maternal-Child Nursing Practicum **Credit Hours: 4**
Prerequisites: AHS 102, AHS 103, NSG 111
Prerequisites/Corequisites: NPT 215, NSG 215
Corequisite: NSG 214

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health of mother, neonate, and child. Topics include the reproductive system, obstetrics, maternal/child and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process. (Fall, Summer for Day Classes; 1/2 Fall, 1/2 Spring for Evening Classes)

NPT 215 Nursing Leadership Practicum **Credit Hours: 2**
Prerequisites: AHS 102, NPT 112, NPT 113, NSG 112, NSG 113
Corequisites: NPT 214, NSG 214, NSG 215

Builds on the concepts presented in NPT 112, NPT 113, NSG 111, and NSG 112 and develops the skills necessary for successful performance in the job market. Topics include leadership skills, management skills, and employability skills. (Winter, Summer for Day Classes; Spring for Evening Classes)

NSG 111 Nursing Fundamentals **Credit Hours: 13**
Prerequisites: AHS 101, ENG 111, MAT 101, PSY 101
Corequisites: AHS 102, AHS 103, AHS 150

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. (Fall, Spring for Day Classes; Winter for Evening Classes)

NSG 112 Medical Surgical Nursing I **Credit Hours: 9**
Prerequisites: AHS 102, AHS 103, AHS 150, NSG 111
Corequisites: 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 oncology; cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; pharmacology; nursing procedures/techniques; and utilizing the nursing process. (Winter, Summer for Day Classes; Spring for Evening Classes)

NSG 113 Medical Surgical Nursing II **Credit Hours: 9**
Prerequisites: AHS 102, AHS 103, AHS 150, NPT 112, NSG 111, NSG 112
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. (Winter, Spring for Day Classes; Summer for Evening Classes)

NSG 214 Maternal-Child Nursing **Credit Hours: 10**
Prerequisites: AHS 102, AHS 103, NSG 111, AHS 150
Corequisites: NPT 214, NPT 215, NSG 215

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health of mother, neonate, and child. Topics include the reproductive system; obstetrics; maternal/child and associated illness; pharmacology and nursing procedures/techniques; and utilizing the nursing process. (Fall, Summer for Day Classes; Fall for Evening Classes)

NSG 215 Nursing Leadership **Credit Hours: 2**
Prerequisites: NPT 112, NPT 113, NSG 112, NSG 113
Corequisites: NPT 214, NPT 215, NSG 214

Builds on the concepts presented in Nursing Fundamentals (NSG 111) and Medical/Surgical Nursing I and II (NSG 112, NSG 113) and develops the skills necessary for successful performance in the job market. Topics include leadership skills, management skills, and employability skills. (Winter, Summer for Day Classes; Spring for Evening Classes)

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. (Quarterly for Day and Evening Classes)

PSY 191 Introductory Psychology **Credit Hours: 5**
Prerequisites: Program ready score on reading section of the placement test

Emphasizes the basics of psychology. Topics include science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence. (Quarterly for Day Classes; Winter, Summer for Evening Classes)

PSY 192 Industrial/Organizational Psychology **Credit Hours: 3**
Prerequisites: Program ready score on reading section of the placement test

Explores the use of psychology in the workplace to make the employee/employer relationship more satisfactory with an emphasis on leadership as well as organizational and communication skills. Topics include fundamentals of organizational behavior, leadership and leadership characteristics, supervisor/employee roles, organizational environments, personal career planning within an organization, corporate social environments/corporate cultures, communication through group processes, and case problems in technical organizations. (Winter, Summer for Day Classes; Spring for Evening Classes)

QCT 113 Metrology **Credit Hours: 5**
Prerequisite: Program admission

Introduces the student into the selection, care, calibration, and use of precision measuring equipment. It prepares the student into developing measurement tracability requirements for the assurance of quality and the techniques used to assure the conformity of product to the specification. (Spring for Day Classes; Winter for Evening Classes)

QCT 114 Statistical Process Control **Credit Hours: 3**
Prerequisite: MAT 103

Introduces the student to the basic concepts of statistics as related to quality. Covers process variation as will be present in normal manufacturing operations. Includes the selection of the proper analytical procedures and the development of control charts for monitoring of the selected process. Covers the techniques used to analyze the data found on the control chart. It gives guidance on the techniques to be used to take proper corrective action. (Winter for Day Classes; Fall for Evening Classes)

QCT 115 Quality Cost Control **Credit Hours: 5**

This course introduces the role of cost control in the context of quality control. The goal of any quality system is to facilitate quality improvement efforts that will lead to operating cost reductions. (Summer for Day Classes; Spring for Evening Classes)

QCT 123 Quality Audit Systems **Credit Hours: 5**
Prerequisite: QCT 114

Introduces the student to the process of preparing a quality audit. This is a management tool used to evaluate, confirm or verify activities related to quality. The course helps prevent problems in the organization being audited through the identification of activities liable to create future problems. (Fall for Day Classes; Summer for Evening Classes)

QCT 211 Statistical Quality Control **Credit Hours: 5**
Prerequisites: QCT 114, MAT 191

This course provides a fundamental yet comprehensive coverage of quality control concepts. Included within the coverage are sections on improvement techniques, sampling techniques, and product liability. (Winter for Day Classes; Fall for Evening Classes)

QCT 212 Industrial Statistics for Quality **Credit Hours: 5**
Prerequisites: MAT 198, ACT 211

This course is a study of many statistical tools and tests used in quality control. The course covers many of the statistical tools and tests used by quality professionals. Topics include a practical coverage of statistical methods, assumptions for testing and examples. (Spring for Day Classes; Winter for Evening Classes)

QCT 213 Design of Experiments **Credit Hours: 5**
Prerequisite: MAT 198

This course introduces the student to the process, logic and discipline necessary to conduct quality research and experimentation covering experimental design. It introduces the student to various analytical methods used to analyze experiments including ANOVA and the Taguchi approach to experimental design. (Summer for Day Classes; Spring for Evening Classes)

QCT 221 Quality Planning and Reliability **Credit Hours: 5**
Prerequisites: MAT 198, QCT 211

The process of reliability quantification involves the following three phases: (1) the process of developing and locating reliability objectives among the various elements which collectively make up a product. (2) the analysis of performance data to calculate expected failure rates. (3) to identify the strong and weak portions of any design to serve as a guide for further action. (Fall for Day Classes; Summer for Evening Classes)

QCT 222 Problem Solving and Decision Making **Credit Hours: 5**
Prerequisites: MAT 198 and QCT 211

This course introduces the common methods used to solve typical industrial problems using statistical methods. Topics include statistical sampling, estimating production time and determining manufacturing costs. (Winter for Day Classes; Fall for Evening Classes)

QCT 224 Procurement in Quality Control **Credit Hours: 5**
Prerequisite: QCT 115

Introduces the student to the dynamic role of procurement in industry. it stresses the relationship which must be established between the vendor and the purchaser especially in the areas of quality, schedule, tangible and intangible services, and price. (Spring for Day Classes; Winter for Evening Classes)

QCT 230 Mechanical Inspection Seminar **Credit Hours: 5**
Prerequisite: QCT 113

This course is designed to provide the student with a structured review of the necessary knowledge to pass the ASQC certification examination. It includes a thorough review of the current body of knowledge as well as a review of the types of questions and the time allotted for taking the test. (Fall for Day and Evening Classes)

QCT 235 Seminar in Quality Auditing **Credit Hours: 5**
Prerequisites: QCT 123, QCT 224

Quality auditing is a systematic evaluation to establish, monitor, and review the quality activities of an organization. This course, in seminar form, is for just such an effort. It is designed to prepare the student for the Certified Quality Auditors examination. (Winter for Day Classes Only)

QCT 240 Quality Technician Seminar **Credit Hours: 5**
Prerequisites: QCT 221, QCT 222

The course helps the student interpret the knowledge learned previously in the discipline. It helps prepare the student for certification at the technician level. (Summer for Day Classes; Spring for Evening Classes)

QCT 245 Quality Engineering Seminar **Credit Hours: 5**
Prerequisites: QCT 213, QCT 221, QCT 222
Corequisite: QCT 212

This course is designed to provide the student with the necessary knowledge to design and administer quality control programs at any level. It is further designed to enhance the professional development of those who work in this profession. (Spring for Evening Classes Only)

RDG 097 Developmental Reading III **Credit Hours: 5 IC**
Prerequisite: Placement by diagnostic testing

Emphasizes basic vocabulary and comprehension skills development. Topics include vocabulary development, comprehension skills development, study skills, test-taking techniques, and occupational reading. (Quarterly for Day Classes; Fall, Winter for Evening Classes)

RDG 098 Developmental Reading IV **Credit Hours: 5 IC**
Prerequisite: RDG 097 or placement by diagnostic testing

Provides instruction in vocabulary and comprehension skills with emphasis on occupational applications. Topics include vocabulary development, comprehension skills development, critical reading skills, and study skills. (Quarterly for Day Classes; Fall, Winter for Evening Classes)

SPC 191 Fundamentals of Speech **Credit Hours: 5**
Prerequisite: ENG 098 or placement by diagnostic testing, RDG 098 or placement by diagnostic testing

Introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others. (Fall, Spring for Day Classes; Winter for Evening Classes)

WLD 100 Introduction to Welding Technology **Credit Hours: 6**

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. (Quarterly for Evening Classes Only)

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. (Quarterly for Evening Classes Only)

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. (Quarterly for Evening Classes Only)

WLD 103 Blueprint Reading I **Credit Hours: 3**
Prerequisite/Corequisite: MAT 101

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. (Quarterly for Evening Classes Only)

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. (Quarterly for Evening Classes Only)

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. (Quarterly for Evening Classes Only)

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 arc welding (SMAW) in the vertical position. Qualification tests, vertical 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; vertical joints; and applications of low hydrogen, mild steel, and other common electrodes in vertical position welding. (Quarterly for Evening Classes Only)

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. (Quarterly for Evening Classes Only)

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 backing and melt-thru welds; plug and slot welds; surfacing welds; flash welds and upset welds; and flange, spot, projection, and seam welds. (Quarterly for Evening Classes Only)

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 set-up; wire specifications; joint design; shielding gases; and production of GMAW beads, bead patterns, and joints in all positions. (Quarterly for Evening Classes Only)

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 evaluating 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 setup; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints in all positions. (Quarterly for Evening Classes Only)

WLD 112 Preparation for Industrial Qualification **Credit Hours: 4**
Prerequisites: 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. (Quarterly for Evening Classes Only)

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Faculty

Andrews, Paul, *Instructor in Quality Control;* B.S. in Business Administration, University of Tennessee, MBA, University of Chattanooga, MS in Technical Education, Memphis State University, Ph.D., Southern Illinois University.

Buckner, Lamar, *Instructor in Air Conditioning Technology;* Diploma, Walker Technical Institute; A.A.S., Dalton College.

Cooper, Douglas A., *Instructor in Accounting;* B.S., University of Chattanooga; M.B.A., University of Tennessee at Chattanooga.

Copeland, Tommy, *Instructor in Industrial Maintenance;* Diploma Walker Technical Institute.

Cowan, William K., *Instructor in Drafting;* Diploma Walker Technical Institute; B.S., Covenant College; A.A.S. Degree, Dalton College.

Cox, Ronda, *Instructor in General Education;* B.A., Lee College; M.A., University of Tennessee at Chattanooga.

Donovan, Barbara, *Instructor in Secretarial Science;* B.S. University of Mississippi; M.A. University of Mississippi.

Dyson, Ann, *Instructor in Practical Nursing;* R.N., Piedmont Hospital.

Fuller, Louise, *Instructor in General Education;* B.S., Auburn University.

Gardner, Joe, *Instructor in Management and Supervision;* B.B.A., M.B.A., University of Miami.

Grant, Denise, *Instructor in Medical Assisting;* R.N., Erlanger School of Nursing; B.S.N., Southern College; M.S., Andrews University.

Guinn, Carolyn, *Instructor in Secretarial Science;* B.S., Covenant College.

Hendrix, Robert, *Instructor in Commercial Truck Driving.*

Higgins, Carolyn, *Instructor in Practical Nursing;* A.S., Cleveland State Community College; B.S., University of Tennessee at Chattanooga; M.S.N., Andrews University; and M.Ed., University of Tennessee at Chattanooga.

Hodge, Judith M., *Instructor in Secretarial Science;* B.S., University of Tennessee at Chattanooga.

Huggins, Jerry, *Instructor in Commercial Truck Driving.*

Langford, Jerry, *Instructor in Computer Information Systems;* A.S., El Camino Junior College; B.S., California State University.

Little, Beverly, *Instructor in Cosmetology;* Master Cosmetology License,State of Georgia.

Matthews, David, *Instructor in Machine Tool Technology;* Diploma, Walker Technical Institute; A.A.S., Dalton College.

Sabine, Ginger, *Instructor in Computer Information Systems;* B.S., University of South Alabama.

Seymour, Sandra, *Instructor in Secretarial Science;* B.Ed., Emory and Henry College.

Shoemake, Avery, *Instructor in Commercial Truck Driving;* Diploma, Walker Technical Institute; A.A.S., Dalton College

Shoemaker, Carol, *Instructor in Adult Literacy;* B.S., Carson Newman College.

Thomas, Dennis, *Instructor in Electronics Technology;* Diploma, WalkerTechnical Institute; A.A.S., Truett-McConnell College.

Thurman, Lamar, *Instructor in Electronics Technology;* A.A.S., Dalton College.

Weaver, Charlotte, *Instructor in General Education;* B.S., University of Tennessee at Chattanooga.

Wilson, Sharon, *Instructor in Psychology;* B.S., Tennessee Temple; M.Ed., University of Tennessee at Chattanooga.

Williams, Terry Lee, Jr., *Instructor in Mathematics;* B.S. Auburn Univeersity; Ed.M. University of Tennessee at Chattanooga

ACADEMIC CALENDAR
1996-97

Summer Quarter
July 8, 1996 September 20, 1996
Registration
July 8, 1996
First Day of Class
July 10, 1996
Last Day for Late Registration
July 16, 1996
Last Day Add a Class
July 16, 1996
Last Day to Drop a Class
August 13, 1996
Mid Term
August 12, 1996
Final Examination Period
September 19-20, 1996
Holiday
September 2, 1996

Winter Quarter
January 2, 1997 - March 21, 1997
Registration
January 2, 1997
First Day of Class
January 6, 1997
Last Day for Late Registration
January 10, 1997
Last Day Add a Class
January 10, 1997
Last Day to Drop a Class
February 7, 1997
Mid Term
February 10, 1997
Final Examination Period
March 20-21, 1997
Holiday
January 20, 1997

Fall Quarter
September 30, 1996 - December 18, 1996
Registration
September 30, and October 1, 1996
First Day of Class
October 3, 1996
Last Day for Late Registrattion
October 9, 1996
Last Day to Add a Class
October 9, 1996
Last Day to Drop a Class
November 6, 1996
Mid Term
November 6, 1996
Final Examination Period
December 17-18, 1996
Holiday
November 28-29, 1996

Spring Quarter
March 27 - June 12, 1997
Registration
March 27, 1997
First Day of Class
March 31, 1997
Last Day for Late Registration
April 4, 1997
Last Day Add a Class
April 4, 1997
Last Day to Drop a Class
May 2, 1997
Mid Term
May 5, 1997
Final Examination Period
June 11-12, 1997
Holiday
May 26, 1997
Graduation
June 13, 1997

ACADEMIC CALENDAR
1997-98

Summer Quarter
July 7 - September 22, 1997
Registration
July 7, 1997
First Day of Class
July 9, 1997
Last Day for Late Registration
July 15, 1997
Last Day Add a Class
July 15, 1997
Last Day to Drop a Class
August 12, 1997
Mid Term
August 13, 1997
Final Examination Period
Sep[tember 19 & 22, 1997
Holiday
September 1, 1997

Winter Quarter
January 5 - March 24, 1998
Registration
January 5, 1998
First Day of Class
January 7, 1998
Last Day for Late Registration
January 13, 1998
Last Day Add a Class
January 13, 1998
Last Day to Drop a Class
February 10, 1998
Mid Term
February 11, 1998
Final Examination Period
March 23 - 24, 1998
Holiday
January 19, 1998

Fall Quarter
October 1 - December 19, 1997
Registration
October 1 & 2, 1997
First Day of Class
October 6, 1997
Last Day for Late Registration
October 10, 1997
Last Day Add a Class
October 10, 1997
Last Day to Drop a Class
November 7, 1997
Mid Term
November 10, 1997
Final Examination Period
December 18 & 19, 1997
Holiday
November 27 - 28, 1997

Spring Quarter
April 2 - June 18, 1998
Registration
April 2, 1998
First Day of Class
April 6, 1998
Last Day for Late Registration
April 10, 1998
Last Day Add a Class
April 10, 1998
Last Day to Drop a Class
May 8, 1998
Mid Term
May 11 1998
Final Examination Period
June 17-18, 1998
Graduation
June 19, 1998
Holiday
May 25, 1998

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