

E-mail your instructor before April 11, 2007. Your instructor will e-mail you on the first day of Spring Quarter, April 11, 2007.

Spring 2007 Online/Hybrid

Course #	Name	CRN#	Credit Hours	Instructor/E-mail	Software Required
ACC 102	Principles of Accounting II	70129	6	Lynn Dowdy: ldowdy@valdostatech.edu	
ACC 104	Computerized Accounting	70156	3	Lynn Dowdy: ldowdy@valdostatech.edu	QuickBooks Pro 2003
ACC 106	Spreadsheet Fundamentals	70132	3	David Schmidt: dschmidt@valdostatech.edu	Microsoft Excel 2003; SNAP Testing Software
ACC 152	Payroll Accounting	70130	4	Lynn Dowdy: ldowdy@valdostatech.edu	
AHS 101	Anatomy And Physiology	70135	5	Susan Jackson: sjackson@valdostatech.edu	
AHS 109	Medical Terminology	70141	3	Susan Jackson: sjackson@valdostatech.edu	
AHS 109 H	Medical Terminology	70514	3	Susan Jackson: sjackson@valdostatech.edu	HYBRID COURSE; CONTACT INSTRUCTOR
BUS 101	Beginning Document Processing	70143	5	Marsha Dukes: mdukes@valdostatech.edu	Microsoft Word 2003: Keyboarding Pro
BUS 102	Intermediate Document Processing	70134	5	Alison Watkins: awatkins@valdostatech.edu	Microsoft Word 2003: Keyboarding Pro
BUS 106	Office Procedures	70144	5	David Schmidt: dschmidt@valdostatech.edu	Microsoft Word
BUS 108	Word Processing	70145	7	David Schmidt: dschmidt@valdostatech.edu	Microsoft Word 2003, SNAP Testing Software
BUS 115	Introduction to Medical Insurance	71507	5	Susan Jackson: sjackson@valdostatech.edu	
BUS 201	Advanced Word Processing	70147	3	David Schmidt: dschmidt@valdostatech.edu	Microsoft PowerPoint 2003, SNAP Testing Software
BUS 202	Spreadsheet Fundamentals	70148	3	David Schmidt: dschmidt@valdostatech.edu	Microsoft Excel 2003: SNAP Testing Software
BUS 213	Medical Document Processing/Transcription	71379	5	Alison Watkins: awatkins@valdostatech.edu	Microsoft word 2003
BUS 226	Medical Office Billing/Coding/Insurance	70142	5	Susan Jackson: sjackson@valdostatech.edu	
BUS 230	PowerPoint	70763	5	Alison Watkins: awatkins@valdostatech.edu	Microsoft PowerPoint 2003, SNAP Testing Software
CIS 106	Computer Concepts	70127	5	Marsha Dukes: mdukes@valdostatech.edu	
CIS 112	System Analysis & Design	71092	6	Lynn Bowen: lbowen@valdostatech.edu	
CIS 127	Adv. Word Processing & Desk Publish.	70124	6	Lynn Bowen: lbowen@valdostatech.edu	Microsoft Word 2003, SNAP Testing Software
CIS 2228	Advanced Spreadsheet Techniques	70015	6	Lynn Bowen: lbowen@valdostatech.edu	Microsoft Excel 2003; SNAP Testing Software
CIS 2229	Advanced Database Techniques	70123	6	Lynn Bowen: lbowen@valdostatech.edu	Microsoft Access 2003, SNAP Testing Software
ENG 101	English	70836	5	Kelli Wilkes: kwilkes@valdostatech.edu	Microsoft Word
ENG 111	Business English	70136	5	Andrea Bridges: abridges@valdostatech.edu	Microsoft Word
MAS 112	Human Diseases	70517	5	Cecelia Bruce: cbruce@valdostatech.edu	
MAS 118 H	Medical Assisting Seminar	71103	4	Cecelia Bruce: cbruce@valdostatech.edu	HYBRID COURSE; CONTACT INSTRUCTOR
MAT 101	Math	70306	5	Tom Feagle: tfeagle@valdostatech.edu	
MAT 111	Business Math	70137	5	Tom Feagle: tfeagle@valdostatech.edu	
PSY 101	Basic Psychology	70149	5	Andrea Bowen: abowen@valdostatech.edu	
SCT 100	Introduction to Computers	70139	3	Danya Shealy: dshealy@valdostatech.edu	Microsoft Office Professional XP 2003; Must include Access; Word; Excel; and PowerPoint; SNAP Testing Software



**We are Moving!!! Our new address is: <http://gvtc7.blackboard.com>.
Your username and password is 48_xxxxxxxx (where xxxxxxxx is your VTC student ID).
Contact Sally Dorminey for any questions (sdorminey@valdostatech.edu / 229.245.2462)**



Is Online Learning Right for You?

Taking a course online takes special skills, aptitude, and learning styles. To help you determine if online learning is a good option, log onto <http://valdostatech.readi.info> and take the 25-minute questionnaire. The results will not prohibit anyone from taking an online course; rather, the information can be used to identify areas that need improvement for success in an online course. Use the following username and password:

Username: vtc

Password: vtc

E-mail your instructor. Any student taking an online class must e-mail his/her instructor prior to the first day of class. Failure to do so will result in the student's dismissal (drop) from the class.

The e-mail should be addressed to the instructor and should be sent from the e-mail address that the student plans to use for the class. The e-mail should also indicate the course in which the student has enrolled. *Use the following subject line:*

"Student Name – Class" **Example:** *Cindy Jones – SCT 100x*

If, for any reason, an instructor cannot be contacted by e-mail, online students should e-mail sdorminey@valdostatech.edu to submit his/her e-mail address.

Make sure that your e-mail address is correct in the VTC database, Banner!

Online students should access the VTC database by going to <https://banweb.valdostatech.edu>. Enter the secure area by using your user ID (your SS#) and your password (your birth date unless you have previously changed it). Select the Personal Information link and verify that your e-mail address is correctly entered in the database. Make any changes necessary.

Hardware/Software is your responsibility! Online students are responsible for providing any necessary hardware or software for online courses. While VTC resources can be used by online students, no hardware or software will be provided to students for use outside of the VTC campuses.

Online Eligibility for Title IV Recipients

Students receiving Title IV aid (Pell, FSEOG, FWS) who are enrolled in a diploma or certificate program are only allowed to take up to 50% of their program online and receive Title IV aid. Once a student exceeds 50% of their program in on-line classes, the student becomes ineligible to receive Title IV aid.



We are Moving!!!

Our new address is: <http://gvtc7.blackboard.com>.

Beginning Spring 2007, Valdosta Tech will use Blackboard 7.1 for online courses. Blackboard is the software platform used for student-instructor communication. It is highly recommended that online students attend an orientation session on Blackboard. **This orientation is not the same as the VTC Orientation for New Students. This orientation does not replace the VTC Orientation for New Students.**

You can access the online orientation information by navigating to <http://lor.gvtc.org/uploads/SEA391/FindOut.html>.

If you prefer a face-to-face orientation, e-mail sdorminey@valdostatech.edu or call 229.245.2462. Leave a message with your contact information to reserve your seat or for any questions regarding online classes.

Online students are responsible for the information concerning online classes at the VTC website. Online students should review the information on the Valdosta Technical College website concerning online credit courses. Make sure to read and understand the information contained in the [Find Out More](#) link of the VTC website (<http://lor.gvtc.org/uploads/SEA391/FindOut.html>). Review "Attendance, Drop/Add Procedures for Online Students" before the quarter begins. Steps for access are listed below.

1. Go to the Valdosta Technical College homepage: <http://www.valdostatech.edu>.
2. Select the [Online Learning](#) link.
3. Select the [Find Out More](#) link.

Your username and password information is as follows:

48_XXXXXXXX (where XXXXXXXX is your VTC 9-digit student ID)

The Blackboard 7 website is <http://gvtc7.blackboard.com>. Use your browser to navigate to that site, then log in with the username and password as listed above.

Contact Sally Dorminey or Jodie Chastain, Room 209, (office telephone number: 229-245-2462), or send an email to sdorminey@valdostatech.edu to schedule an orientation date or for any questions regarding online or hybrid courses.