The CATALOG

... *and handbook for new students*

2002-2003

Admissions, Course Outlines and Financial Aid Information

- Diploma Programs
- Certificate Programs
- Associate Degree Programs

Coosa Valley Technical College

- Floyd County Campus
- Polk County Campus
- Gordon County Campus

www.cvtcollege.org
1-888-331-CVTC (2882)

Message from our President

Welcome,

I want to personally welcome you to our campus. We hope the information contained in this publication will be of help to you as you plan and pursue your chosen program of study at Coosa Valley Technical College. New and familiar faces appear on our campus each year as individuals take on their serious task of pursuing career education.

While at CVTC, your willingness to learn and our ability to teach should instill in you valuable information to aid you in living a full and rewarding life. In addition,

Craig McDaniel
President

Coosa Valley Technical College is more than just classrooms, laboratories, and shops. It is a community in itself — offering services, student organizations, and many other activities outside of classes. By taking advantage of these activities, you can draw the experiences, social awareness and confidence that will assist you long after your graduation.

Take a few minutes now and review our services, activities and the inevitable rules and regulations that govern our campus. Hopefully, the information contained in the following pages will make your introduction to our campus considerably less hectic and will direct you to groups that meet your needs for involvement and friendship. We strongly urge you to use the services and activities at Coosa Valley Technical College and to participate as freely as your schedule permits.

On behalf of the faculty, administration, our board of directors, the state board and staff, I wish you every success in your chosen career education program. My staff and I are here to help you achieve your goals and enhance your studies, so don't hesitate to call on us if you need assistance

Craig McDaniel
President
Coosa Valley Technical College

CONTENTS

How To Pay for CVTC Three Easy Steps!

• *Step One:* You will receive financial aid information during admission testing or you may contact the financial aid officer at Coosa Valley Technical College for financial aid information.

• *Step Two:* You should complete the Free Application for Federal Student Aid (FAFSA) to apply for the Pell Grant. If you need help after the instructions or don't understand a question, please call the financial aid office at 295-6936 for help. Be sure to bring a copy of your latest income tax return.

• *Step Three:* Bring your completed financial aid application to the information desk or to the student services office for processing. Your completed application will be submitted to the central processing center electronically. Approximately 2-3 weeks after your application is filed, you will receive your student aid report (SAR) by mail. If you need to make any corrections, please bring your SAR to the financial aid office. Otherwise, CVTC will receive the information electronically, and you may retain your SAR for your records.

Student Services
Office of Financial Aid

706-295-6942

STUDENTS WITH DISABILITIES
If you require any special accommodations, please notify your instructor or the ADA Coordinator. Hearing impaired individuals may communicate with the school by calling 1-800-255-0056. Also see page 53, Compliance.

EQUAL OPPORTUNITY
Coosa Valley Technical College does not discriminate against any eligible applicant on the basis of race, color, sex, religion, national origin, disability, age, or marital status. The school supports Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. For details, see page 60.

CVTC Mini Catalog

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

While the provisions of this catalog will ordinarily be applied as stated, Coosa Valley Technical College reserves the right to change any provisions listed in this catalog, including but not limited to entrance requirements and admission procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconveniences such changes might create for students. Information on changes will be available in the Office of Student Services.

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.

CAMPUS LOCATIONS & TELEPHONE DIRECTORY

Floyd County Campus -

One Maurice Culberson Drive, Rome, GA 30161

Switchboard:	(706) 295-6963

Switchboard calls: 8:00 am to 9:00 pm - M-Th. and 8:00 am to 4:00 pm Friday

Admissions Information:

Degree/Diploma/Certificate Programs	(706) 295-6702
Continuing Education	(706) 295-6958
Adult Education/GED	(706) 295-6973

Other Information:

Financial Aid	(706) 295-6936
JTPA Programs	(706) 295-6935
New Connections Program	(706) 802-5040

Gordon County Campus -

1151 Highway 53 Spur SW, Calhoun, Georgia 30701

Switchboard:	(706) 624-1100

Switchboard calls: 8:00 am to 9:00 pm - M-Th. and 8:00 am to 4:00 pm Friday

Admissions Information:

Diploma Programs	(706) 624-1112
Student Services	(706) 624-1117

Other Information:

Adult Education/GED	(706) 624-1111

Polk County Campus -

466 Brock Road, Rockmart, Georgia 30153

Switchboard:	(770) 684-5696

Switchboard calls: 8:00 am to 9:00 pm - M-Th. and 8:00 am to 4:00 pm Friday

Admissions Information:

Diploma Programs	(770) 684-5696
Student Services	(770) 684-2659

Other Information:

Adult Education/GED	(770) 684-7521

Enrollment categories and credentials awarded for degree, diploma and certificate programs

Degree Credit - This category includes programs and courses listed in the catalog that lead to an associate of applied technology degree.

Diploma Credit - This category includes programs and courses of study listed in this catalog that lead to a diploma.

Certificate Credit - This category includes programs and courses of study listed in this catalog that lead to a technical certificate.

Institutional Credit - This category includes review or developmental studies classes which are prerequisite to your admission to regular credit coursework.

ADMISSIONS

Admissions Policy

Applicants are admitted on a first-to-qualify/space-available basis. Those who are not admitted must reapply or update their application for admission by specifying a new entry date.

Requirements for Admission

Age - The applicant must be 16 years of age or older. Cosmetology and the health occupations programs require applicants to be 17 years of age or older.

Education - Non-high-school graduates are admitted to all diploma/certificate programs as either regular or provisional students.

NOTE: Students *will not* be allowed to graduate and receive a diploma from any full-time instructional program offered by Coosa Valley Technical College until they have first earned a high school diploma or GED certificate. GED preparation is available at Coosa Valley Tech.

Students must have a high school diploma or a GED to be admitted to an associate degree program.

Testing - Degree/Diploma/Certificate program applicants must be tested to determine regular or provisional admission status. Applicants will not be refused admission based upon admission testing.

Physical Well-being - An applicant should be physically able to attend school regularly and to perform ordinary class and laboratory functions that are required by the program of study.

Admission Procedures

1. If you are seeking to enter a degree, diploma or technical certificate program, report to the Administrative building for testing and completion of application materials.
    For test dates/times, call:
    - Floyd County Campus   706-295-6702 before 9 p.m.
    - Gordon County Campus   706-624-1100 before 9 p.m.
    - Polk County Campus   706-684-5696 before 9 p.m.

2. A nonrefundable $15.00 application fee is due when an applicant is accepted.
3. Some programs may have special requirements/ considerations for admissions. Students should check with their advisors to discuss any special requirements.
4. Admission to Health Sciences Programs are on a first to qualify, first to enter basis. In order to qualify for admission, an applicant must meet regular admission requirements and successfully complete the pre-occupational courses listed for the program which they plan to enter. If space is not available for entry into occupational courses, the student will be placed on a waiting list for the next available entry. Some health sciences programs do not offer occupational courses needed for entry every quarter. See the individual program descrip tion for a list of pre-occupational courses and entry times for occupational courses.

Transfer Students

Transfer students who were regularly admitted and who were in good standing in a regionally accredited diploma or degree institution may be admitted upon proper comple- tion of application and related procedures.

Advanced Placement

Credit for high school, college, or technical school courses may be granted by Coosa Valley Technical College follow- ing a review of an official transcript and/or performance testing by a member of the Coosa Valley Technical College faculty.

Admissions Appeal

Applicants who feel that they were unjustly denied admis- sion to Coosa Valley Technical College may appeal to the VP of Student Services. See: Grievance Procedure in this publication.(page 53)

Postsecondary Options Program

High school seniors may attend Coosa Valley Technical College in lieu of returning to their regular high school during their senior year. With satisfactory progress, those participating in this program will earn a diploma from Coosa Valley Technical College in addition to their high school diploma.

To Qualify: One must have written certification of eligibility from the high school counselor and there must be evidence that the student is qualified to successfully complete the curriculum in which he/she is seeking to enroll. Admission will be based upon 1) evaluation of high school record, 2) recommendation of H.S. counselor, 3) admission test scores.

Credits: For each quarter's work successfully completed at CVTC, an equivalent number of high school credits is earned toward the graduation requirement of the local board of education. Credit is also earned toward completion

of CVTC program requirements. One Carnegie unit equates to 7.5 quarter hours of work at CVTC.

Tech Prep Program

Coosa Valley Technical College has agreements with many area high schools that allow their graduates to receive credit at CVTC for certain courses completed at the high school level. To receive tech prep credit at CVTC, a student must meet admissions requirements and have a properly completed Tech Prep Agreement.

Veterans Requirements and Procedures

Veterans and other eligible students receiving Veterans Administration educational entitlement are required to comply with the admissions, academic, and attendance regulations that have been established for all students at Coosa Valley Technical College. In addition, those receiving veterans educational benefits must:

1. Seek credit for all previous training or experience which could be applicable to their chosen program of study. All previous training must be reported and evaluated for possible credit. A transcript or other documentation of training must be submitted with the individual's eligibility papers. Written notice will be given by the school granting or denying such credit.

2. Once admitted to Coosa Valley Technical College, recipients of VA benefits must comply with the school's attendance regulations and report any schedule changes to CVTC's Veterans Assistance Officer. Such changes include:

a. Dropping or adding subjects.

b. Transferring from full-time to half-time status (or vice-versa).

c. Withdrawing from school.

Any overpayment to a student receiving VA benefits that results from the student's failure to comply with these regulations will become the student's obligation for repayment.

CLASS SCHEDULES - *Rules and Regulations*

Advisement

An advisement program is conducted for new students each quarter. During advisement, students are assisted with course selection and program planning.

This new student catalog or a student handbook is provided to all students to acquaint them with the school. It is the student's responsibility to become familiar with the contents of these publications.

Late Registration

Except for programs offering individualized instruction, day students may not enroll after the first three days of classes. Evening students may not enroll after the first week of the quarter.

Students who enter classes late may be required to make up the work that was missed. A late charge fee will be assessed after the last registration date for returning students.

Schedule Changes

During the first three days of day classes, students may make changes in their class schedules without academic penalty. All schedule changes should be initiated with your advisor/ instructor, properly recorded, and approved by Student Services.

Abandoning Course Work
A student who discontinues attendance or registers and fails to attend a course and does not complete an official withdrawal form will be considered actively enrolled through the ending date for the course.

Abandoning a course instead of following the official withdrawal procedure will result in a grade of **F** at the end of the course.

Dropping a Class or Classes
Withdrawal from a class will result in one of the following symbols being reported on your record:
WP - Withdrew Passing   WF - Withdrew Failing
W - Withdrew on or before midpoint of the class schedule

See Satisfactory Progress (page 46) to discover how these symbols will affect your grade average. See Veterans Atten dance to see how eligibility is affected. A student should complete a ***Drop/Add*** form which is available in the Student Services Office.

Note: The last day on which a student may officially drop a class is the 40th day of the quarter.

Withdrawal From School
Students withdrawing from school *must* fill out *an official withdrawal form.* Official withdrawal forms may be obtained from the Office of Student Services. Students who withdraw are classified in good standing or not in good standing.

Students who withdraw while not in good standing are subject to restrictions on their readmission. These restrictions always involve probation and are generally imposed prior to withdrawal by the student. Refer to the refund policy herein.

Program Transfers
Students who wish to transfer to another program at CVTC must complete a *Request for Transfer* form and have it approved by the proper school personnel.

•Students who wish to transfer from day to night or vice versa or transfer campuses must complete a *Request for Transfer* form and have it approved by the proper school personnel. Transfers in this category may affect financial aid and VA recipients due to a change in the hours attended.

SCHOOL EXPENSES

*Tuition and Fees*_____

In addition to the $15 application fee Coosa Valley Technical College charges the following tuition and fees, payable quarterly:

Registration	$25	a quarter for degree diploma and/or technical certificate classes
Activity Fee:	$15	per quarter
Insurance Fee:	$4	Accident Insurance Fee
Late Fee:	$10	assessed to all schedule students after the last registration date.
Tuition:	$312	for full-time which is 12 quarter hours or more. *Less than full-time $26 per quarter hour.*

Note: Tuition and Fees are subject to change without notice.

Out-Of-State Charges
(Does not apply to residents of Alabama)

Nonresidents pay double tuition. Nonresidents (except from Alabama) are those who have not lived in Georgia continuously for the twelve months preceding registration for classes at CVTC. **Foreign nationals** pay tuition at 4 times the rate for residents.

Senior Citizens

Georgia residents 62 years of age and older do not pay tuition for diploma courses.

*Insurance*_____

Accidents - The school requires all students to be covered by accident insurance. Coverage is provided through a student activity fee that is charged each quarter. The cost of medical treatment, transportation, and related expenses not covered by the insurance will be the responsibility of the student.

Liability - All allied health students are required to obtain professional and personal liability insurance for coverage in the internship/clinical education and training areas which are a required part of each of these programs. Coverage is provided by a nominal fee assessed to the student during registration for course work that begins clinical or internship training.

Refund Policy

The Georgia Department of Technical and Adult Education has established the following refund policy and procedure. All tuition and fees, excluding application fee, shall be refunded to an applicant or a financial aid source if a student formally withdraws prior to the first day of class of any quarter. Seventy-five percent (75%) of tuition and fees will be refunded to the student or the financial aid source if a student formally withdraws within 7 consecutive calendar days from the first day of the quarter.

Students attending an institution for the first time who receive assistance under Title IV of the Higher Education Act of 1965 as amended are entitled to a pro-rata refund of that portion of the tuition, fees, room and board, and other charges assessed the student by the institution equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student up to the sixty percent (60%) point (in time) in the period of enrollment.

Procedure-To a copy of the withdrawal form, attach a request for refund form and a copy of the payment receipt and present them to the school's accounting office. Refunds will not be made if there is previous indebtedness to the school or if the request does not follow correct procedure.

Our Mission

Coosa Valley Technical College contributes to the economic and workforce development of northwest Georgia, specifically Floyd, Gordon, and Polk County Campuses, by providing quality adult literacy education; technical education at the certificate, degree, and diploma levels; continuing education; and customized business and industry training.

Our Vision

Coosa Valley Technical College will be a nationally recognized technical college. We will be the school of choice for adults in Floyd, Gordon, and Polk County Campuses whose career goals require adult and/or post secondary technical education. Coosa Valley Tech will pursue this vision through:

- Programs which provide a technically trained workforce for business, industry, and medical centers in our service area
- Opportunities to gain basic literacy skills
- Seamless, accessible education system among local high schools, the institute, and colleges
- Opportunities for lifelong learning
- A wide array of services to meet emerging needs of the student population
- Next generation facilities and equipment which reflects our commitment to quality professional programs and services
- Faculty who are on the cutting edge of technological training
- Best practices of adult learning to guarantee a quality education for all students
- Beautiful and well-maintained campuses which create a positive, motivating image and a friendly environment for customers
- Full funding by state, local, federal, and private sources
- Continuous Improvement System which ensures a focus on quality in all areas of our institute

Philosophy and Purpose

CVTC is dedicated to the belief that educational training should be provided for all citizens with the major purpose being the preparation of students for successful employment in the business and industrial community.

History

Coosa Valley Technical College was established in 1962 through the joint efforts of the Rome-Floyd Chamber of Commerce, local business and industry, city and county Boards of Education, and city and county Boards of Commissioners. From an initial enrollment of 231 full- and part-time students, Coosa Valley Technical College has grown and now serves over 7,000 students annually through day, evening, and off-campus credit, noncredit, and adult education programs.

In July 1987, Coosa Valley Technical College became a unit of the State Department of Technical and Adult Education and expanded its Board of Directors to include members from Polk and Gordon counties.

Funding for construction of a satellite campus in Gordon County was approved in 1993-94and opened in 1997. Deeding of land and funding for a satellite campus in Polk County was approved in 1994-95 and opened in 1999.

Associate of Applied Technology Programs

ACCOUNTING
Associate Degree in Applied Technology
Campus Availability • *Floyd/Gordon County Campuses*
Program Description:

The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Areas covered in this program include maintaining a set of books for a sole proprietorship, account classifications, subsidiary record accounting, corporate accounting, cost accounting, operation of computerized accounting systems, database and spreadsheet fundamentals, income tax preparation, keyboarding, and word processing. Program graduates receive an Accounting Associate of Applied Technology Degree, which qualifies them as accounting assistants

Pre-Occupational Courses (30 Credit Hours)

ENG 191	Composition and Rhetoric I	5
ENG 193	Composition and Rhetoric II	5
SPC 191	Fundamentals of Speech	5
PSY 191	Introductory Psychology	5
ECO 193	Macroeconomics	5
MAT 191	College Algebra	5

Fundamental Occupational Courses (19 Credit Hours)

ACC 101	Principles of Accounting I	6
BUS 101	Beginning Document Processing	5
SCT 100	Introduction to Microcomputers	3
BUS 108	Word Processing	5

Specific Occupational Courses (26 Credit Hours)

ACC 102	Principles of Accounting II	6
ACC 103	Principles of Accounting III	6
ACC 104	Computerized Accounting	3
ACC 106	Accounting Spreadsheet Fundamentals	3
ACC 152	Payroll Accounting	4
ACC 156	Tax Accounting	4

Electives (20 Credit Hours)

ACC 107	Full-Time Accounting Internship	12
ACC 108	Half-Time Accounting Internship	6
ACC 154	Personal Finance	5
ACC 157	Advanced Integrated Mgmt. Systems	6
ACC 160	Advanced Accounting Spreadsheet Applications	4
BUS 151	Introduction to Business	5
BUS 105	Database Fundamentals	3
MKT 101	Principles of Management	5
MKT 103	Business Law	5
Electives from Outside the Area of Specialization		**5**
Credits required for graduation		100

COMPUTER INFORMATION SYSTEMS
Associate Degree in Applied Technology
Campus Availability • *Floyd/Gordon/Polk County Campuses*
The Computer Information Systems program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems degree and are qualified for employment as computer programming specialists, Micro-computer Specialist, or Networking Specialist.

Computer Programming Specialist
Pre-Occupational Courses (30 Credit Hours) Credit Hours

ENG 191	Composition and Rhetoric I	5
MAT 191	College Algebra	5
ECO 193	Macro Economics	5
ENG 193	Composition and Rhetoric II	5
SCT 100	Introduction To Microcomputers	3
SPC 191	Fundamentals of Speech	5
PSY 191	Introductory Psychology	5

Fundamental Occupational Courses (25 Credit Hours)

CIS	103 Operating Systems Concepts	6
CIS	105 Program Design	5
CIS	106 Computer Concepts	5
CIS	1140 Network Fundamentals	6

Specific Occupational Courses (12 Credit Hours)

CIS	112 System Analysis and Design	6
CIS	214 Database Management	6

Instructor recommended Language Courses (43 Credit Hours)

CIS	157 Visual Basic	7
CIS	250 RPG Programming	7
CIS	251 Advanced RPG Programming	7
CIS	2441 Advanced Programming Topics	7
CIS	252 Introduction to Java Programming	7
CIS	2570 Advanced Visual Basic	7
CIS	2431 Intermediate Java Programming	7
CIS	2421 Advanced Java Programming	7

Total Credit Hours: 110 Minimum Credit Hours for Graduation

Internet Specialist -Web Site Design
Pre-Occupational Courses (30 Credit Hours) Credit Hrs

ENG 191	Composition and Rhetoric I	5
MAT 191	College Algebra	5
ECO 193	Macro Economics	5
ENG 193	Composition and Rhetoric II	5
SCT 100	Introduction To Microcomputers	3
SPC 191	Fundamentals of Speech	5
PSY 191	Introductory Psychology	5

Fundamental Occupational Courses (25 Credit Hours)

CIS	103 Operating Systems Concepts	6
CIS	105 Program Design	5

CIS   106 Computer Concepts   5
CIS   1140 Network Fundamentals   6

Internet Specialist-Web Site Design Courses (45 Credit Hours)

CIS   2191 Internet Business Fundamentals   5
CIS   2201 HTML Fundamentals   3
CIS   2211 Web Site Design Tools   6
CIS   2221 Web Graphics and Multimedia   6
CIS   2231 Design Methodology   6
CIS   2261 Java Script Fundamentals   4
CIS   2271 Fundamentals of CGI using Perl   4
CIS   2281 Database Connectivity   7
CIS   xxx   Specific Occupational Guided Electives   4

Total Credit Hours: 100 Minimum Credit Hours for Graduation

Microcomputer Specialist

Pre-Occupational Courses (30 Credit Hours)Credit Hrs

ENG 191 Composition and Rhetoric I   5
MAT 191 College Algebra   5
ECO 193 Macro Economics   5
ENG 193 Composition and Rhetoric II   5
SCT 100 Introduction To Microcomputers   3
SPC 191 Fundamentals of Speech   5
PSY 191 Introductory Psychology   5

Fundamental Occupational Courses (25 Credit Hours)

CIS   103 Operating Systems Concepts   6
CIS   105 Program Design   5
CIS   106 Computer Concepts   5
CIS   1140 Network Fundamentals   6

Microcomputer Specialist Courses (55 Credit Hours)

CIS   122 Installation and Maintenance   7
CIS   127 Word Processing & Desktop Publishing   6
CIS   157 Visual Basic   7
CIS   2228 Advanced Spreadsheet Techniques   6
CIS   2229 Advanced Database Techniques   6
CIS   286 A+ Preparation   7
CIS   xxx Specific Occupational Guided Electives   15

Total Credit Hours: 110 Minimum Credit Hours for Graduation

NETWORKING SPECIALIST

Pre-Occupational Courses (30 Credit Hours)   Credit Hrs

ENG 191 Composition and Rhetoric I   5
MAT 191 College Algebra   5
ECO 193 Macro Economics   5
ENG 193 Composition and Rhetoric II   5
SCT 100 Introduction To Microcomputers   3
SPC 191 Fundamentals of Speech   5
PSY 191 Introductory Psychology   5

Fundamental Occupational Courses (48 Credit Hours)

CIS   103 Operating Systems Concepts   6
CIS   105 Program Design   5

CIS	106	Computer Concepts	5
CIS	1140	Network Fundamentals	6
CIS	122	Installation and Maintenance	7
CIS	157	Visual Basic	7
CIS	xxx	Specific Occupational Guided Electives	9

Networking Specialist Courses-Microsoft Windows 2000 (24 Credit Hours)

CIS	2149	Implementing Microsoft Windows Profess.	6
CIS	2150	Implementing Microsoft Windows Server	6
CIS	2153	Implementing Microsoft Windows Network.	6
CIS	2154	Implementing Microsoft Windows Network.	6

OR

Networking Specialist Courses-Cisco (24 Credit Hours)

CIS	2321	Introduction to LAN and WAN	6
CIS	2322	Introduction to WANs and Routing	6
CIS	276	Advanced Routers and Switches	6
CIS	277	WAN Design	6

Total Credit Hours: 102 Minimum Credit Hours for Graduation

MANAGEMENT&SUPERVISORYDEVELOPMENT
Associate Degree in Applied Technology
Campus Availability • *Gordon County Campus*

The Management and Supervisory Development associate degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action. Graduates of the program receive a Management and Supervisory Development Associate of Applied Technology degree.This program requires a minimum of six quarters for completion with the following schedule. A day class schedule is offered.

Pre-Occupational Courses (30 Credit Hours)			Credit Hrs
ENG	191	Composition and Rhetoric I	5
ENG	193	Composition and Rhetoric II	5
SPC	191	Fundamentals of Speech	5
ECO	191	Economics	5
MAT	191	College Algebra	5
PSY	191	Introduction to Psychology	5

Fundamental Occupational Courses(24 Credit Hours)

ACC	101	Principles of Accounting	6
MKT	101	Principles of Management	5
MSD	101	Interpersonal Employee Relations	5
MSD	113	Ethical Management	5
SCT	100	Introduction to Computers	3

Specific Occupational Courses(48 Credit Hours)

MSD	102	Legal Environment for Supervisors	5
MSD	103	Leadership and Decision Making	5
MSD	104	Personnel Administration for Supervisors	5
MSD	106	Counseling and Disciplinary Actions	5
MSD	107	Training and Performance Evaluation	5

MSD 108	Management & Supervisory Seminar	5
MSD 110	Management & Supervision OBI	3
MSD 150	Production Management	5
MSD 151	Personal Development for Supervisors	5
MSD 157	Total Quality Management Principles	5

Total Credit Hours: 102 Minimum Credit Hours for Graduation

MARKETING MANAGEMENT
Associate Degree in Applied Technology
Campus Availability • *Floyd County Campus*

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

Pre-Occupational Courses (30 Credit Hours) Credit Hrs

ECO 191	Economics	5
ENG 191	Composition and Rhetoric I	5
SPC 191	Fundamentals of Speech	5
ENG 193	Composition and Rhetoric II	5
MAT 191	College Algebra	5
PSY 191	Introduction to Psychology	5

Fundamental Occupational Courses (23 Credit Hours)

SCT 100	Introduction to Computers	3
MKT 100	Introduction to Marketing	5
MKT 101	Principles of Management	5
MKT 103	Business Law	5
MKT 106	Fundamentals of Selling	5

Specific Occupational Courses (45 Credit Hours)

ACC 101	Principles of Accounting	6
FIN 191	Introductions to Finance	5
MKT 107	Buying	5
MKT 108	Advertising	4
MKT 109	Visual Merchandising	4
MKT 110	Entrepreneurship	8
MKT 130	Marketing Administration O.B.I. I	3
OR		
XXX xxx	Occupational Related Electives	(3)
MKT 131	Marketing Administration O.B.I. II	3
OR		
XXX xxx	Occupational Related Electives	(3)
XXXxxx	Electives	7

Total Credit Hours: 98 Minimum Credit Hours for Graduation

RADIOLOGIC TECHNOLOGY
Associate Degree in Applied Technology
Campus Availability • *Floyd County Campus*

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiologic departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology associate degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

Pre-Occupational Courses (38 Credit Hours)	Credit Hrs.
BIO 193 Anatomy and Physiology	5
BIO 194 Anatomy and Physiology II	5
ENG 191 Composition and Rhetoric I	5
ENG 193 Composition and Rhetoric II	5
MAT191 College Algebra	5
PSY 191 Introduction to Psychology	5
SCT 100 Introduction to Microcomputers	3
SPC 191 Fundamentals of Speech	5

Fundamental Occupational Courses (34 Credit Hours)	
RAD 101 Introduction to Radiography	6
RAD 108 Radiographic Procedures I	4
RAD 110 Radiographic Procedures II	4
RAD 107 Principles of Radiographic Exposure I	4
RAD 132 Introduction to Clinical Radiography I	4
RAD 133 Introductory Clinical Radiography II	7
RAD 111 Radiologic Science I	5

Specific Occupational Courses (66 Credit Hours)	
RAD 112 Radiographic Procedures III	4
RAD 118 Special Radiologic Procedures	3
RAD 115 Radiologic Science II	3
RAD 116 Principles of Radiographic Exposure II	3
RAD 120 Principles of Radiation Bio. & Protec.	5
RAD 121 Radiographic Equipment	4
RAD 122 Radiographic Path. & Medical Term	3
RAD 126 Radiologic Technology Review	4
RAD 134 Intermediate Clinical Radiography I	7
RAD 135 Intermediate Clinical Radiography II	7
RAD 136 Intermediate Clinical Radiography III	7
RAD 137 Advanced Clinical Radiography I	9
RAD 138 Advanced Clinical Radiography II	9

Total Credit Hours: 138 Minimum Credit Hours for Graduation

RESPIRATORY THERAPIST
Associate Degree in Applied Technology
Campus Availability • *Floyd County Campus*

The Respiratory Therapist program is a sequence of courses that prepares students for careers in the field of respiratory therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. In addition, the program emphasizes specialized training in areas such as pulmonary and cardiac medications, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive a Respiratory Therapist Associate of Applied Technology degree, which qualifies them to take the RRT examination.

Pre-Occupational Courses (38 Credit Hours)			Credit Hrs
ENG	191	Composition & Rhetoric I	5
ENG	193	Composition & Rhetoric II	5
SCT	100	Introduction to Microcomputers	3
SPC	191	Fundamentals of Speech	5
PSY	191	Introductory Psychology	5
CHM	191	Chemistry I	5
PHY	190	Introductory Physics	5
MAT	191	College Algebra	5

Fundamental Occupational Courses (28 Credit Hours)			
BIO	193	Anatomy & Physiology I	5
BIO	194	Anatomy & Physiology II	5
BIO	197	Introductory Microbiology	5
RTT	193	Cardiopulmonary Anatomy and Physiology	10

Specific Occupational Courses (65 Credit Hours)			
RTT	111	Pharmacology	5
RTT	112	Intro. to Respiratory Therapy	5
RTT	113	Respiratory Therapy Lab I	5
RTT	209	Clinical Practice I	2
RTT	210	Clinical Practice II	2
RTT	211	Pulmonary Disease	5
RTT	212	Critical Respiratory Care	5
RTT	213	Mech. Ventilation Equip. & Airway Care	5
RTT	214	Adv. Critical Care Monitoring	2
RTT	215	Pulmonary Function Testing	1
RTT	216	Pediatric and Neonatal Respiratory Care	3
RTT	217	Advanced Respiratory Care Seminar	5
RTT	218	Clinical Practice III	2
RTT	219	Clinical Practice IV	2
RTT	220	Clinical Practice V	5
RTT	222	Clinical Practice VI	10
RTT	227	Rehabilitation and Home Care	1
		Credits required for graduation:	**128**

VASCULAR TECHNOLOGY
Associate Degree in Applied Technology
Campus Availability • *Floyd County Campus*

The RVT Program provides educational opportunities consistent with the Georgia Department of Technical and Adult Education to individuals in a didactic and clinical environment that will enable them to obtain skills, knowledge, and attitudes necessary to graduate and become successful employees in the field of Vascular Sonography. Coursework includes sonographic physics, appropriate pharmacology, vascular anatomy, physiology, pathology and pathophysiology, clinical application courses, journal and case study review, and a comprehensive registry review. Emphasis is placed on the competent performance of physiologic and ultrasonographic procedures for arterial, venous, cerebrovascular and abdominal vascular evaluation, and other special non-invasive vascular procedures. This program leads to a degree and requires a minimum of seven quarters. Day classes are offered. This program provides skills in diagnosing diseases of the vascular system.

Pre-Occupational Courses (36 Credit Hours)

			Credit Hrs
ENG	191	Composition & Rhetoric I	5
PHY	190	Introductory Physics	5
MAT	191	College Algebra	5
BIO	193	Anatomy & Physiology I	5
BIO	194	Anatomy & Physiology II	5
BIO	197	Introductory Microbiology	5
AHS	104	Introduction to Health Care	3
AHS	109	Medical Terminology	3
SCT	100	Introduction to Microcomputers	3

Fundamental Occupational Courses (20 Credit Hours)

PSY	191	Introductory Psychology	5
DMS	101	Introduction to Sonography & Patient C	5
DMS	102	Sonographic Physics 1	4
DMS	104	Cross Sectional Anatomy	3

Specific Occupational Courses (52 Credit Hours)

VAS	100	Abdominal & Visceral Vascular Proce.	2
VAS	105	Extremity Venous Vascular Procedure	2
DMS	103	Sonographic Physics II	2
VAS	110	Clinical Vascular 1	7
VAS	115	Extremity Arterial Vascular Procedures	4
VAS	120	Vascular Quantitative & Test Measure.	2
VAS	125	Clinical Vascular 1I	7
VAS	130	Cerebrovascular Procedures	4
VAS	135	Case Study & Journal Review	1
VAS	140	Pharmacology, Intervention & Diagnosis Vascular Modalities	2
VAS	145	Clinical Vascular III	7
VAS	200	Comprehensive Registry Review	3
VAS	205	Clinical Vascular IV	9
		Credits required for graduation:	**108**

Diploma Programs

ACCOUNTING

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available. *Note: The quarter in which courses are offered may vary; thereby requiring more than four quarters for completion.*

Pre-Occupational Courses (17 Credit Hours)Credit Hrs

ENG 111 Business English	5
ENG 112 Business Communications	5
MAT 111 Business Math	5
EMP 100 Employability Skills	3

Fundamental Occupational Courses (31 Credit Hours)

ACC 101 Principles of Accounting I	6
ACC 102 Principles of Accounting II	6
ACC 103 Principles of Accounting III	6
BUS 101 Beginning Document Processing	5
BUS 108 Word Processing	5
SCT 100 Introduction to Microcomputers	3

Specific Occupational Courses (21 Credit Hours)

ACC 104 Computerized Accounting	3
ACC 106 Accounting Spreadsheet Fundamentals	3
ACC 152 Payroll Accounting	4
XXX xxx Electives	(12)

Suggested Electives (Others as approved by your Instructor)

ACC 105 Accounting Database Fundamentals	3
ACC 150 Cost Accounting	6
ACC 151 Individual Tax Accounting	4
ACC 154 Personal Finance	5
ACC 155 Legal Environment of Business	5
BUS 151 Introduction to Business	5
MKT 103 Business Law	5
Credits required for graduation: *(Mimimum)*	**73**

AIR CONDITIONING TECHNOLOGY

Campus Availability • *Polk County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered.

First Quarter	Credit Hrs
ACT 100 Refrigeration Fundamentals	4
ACT 101 Principles & Practices of Refrigeration	7
ACT 102 Refrigeration Systems Components	7
MAT 101 General Mathematics	5
Second Quarter	
ACT 103 Electrical Fundamentals	8
ACT 104 Electric Motors	3
ACT 105 Electrical Components	5
ACT 106 Electrical Control Systems & Installation	4
Third Quarter	
ACT 107 Air Conditioning Principles	6
ACT 108 Air Conditioning Systems & Installation	3

ACT 109 Troubleshooting Air Conditioning Systems	7
ENG 101 English	5
Fourth Quarter	
ACT 110 Gas Heating Systems	5
ACT 111 Electric Heating Systems	3
ACT 112 Heat Pumps	3
EMP 100 Employability Skills	3
and Technical or Related Electives	5
Credits required for graduation:	**83**

ADVANCED AIR CONDITIONING TECHNOLOGY

Campus Availability • *Polk County Campus*

This diploma requires completion of the 83 credit hour Air Conditioning program and provides additonal technical training in commercial refrigeration.

First Quarter	**Credit Hrs**
ACT 208 Commercial Refrigeration Design	4
ACT 209 Commercial Refrigeration Application	8
ACT 210 Troubleshooting & Servicing Commercial Refrigeration	4
ACT 211 Commercial Refrigeration Internship	12
and Technical or Related Electives	8
Credits required for graduation:	**119**

AUTO COLLISION REPAIR TECHNOLOGY
Major Collision Repair

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly.

First Quarter	**Credit Hrs**
ENG 101 English	5
MAT 101 General Mathematics	5
EMP 100 Employability Skills	3
SCT 100 Introduction to Microcomputers	3
ACR 100 Safety	1
ACR 101 Automobile Components Identification	3
ACR 102 Equipment and Hand Tools Identification	1
ACR 104 Mechanical and Electrical Systems	2
ACR 105 Body Fiberglass, Plastic, and Rubber Repair Techniques	3
ACR 106 Welding and Cutting	4
Second Quarter	
ACR 107 Trim, Accessories, and Glass	2
ACR 109 Damage Identification and Assessment	3
ACR 110 Minor Collision Repair	2
ACR 120 Conventional Frame Repair	3
ACR 121 Unibody Identification/Damage Analysis	2
Third Quarter	
ACR 122 Unibody Measuring and Fixturing Systems	2
ACR 123 Unibody Straightening Systems/Techniques	4
ACR 124 Unibody Welding Techniques	2
ACR 127 Unibody Suspension and Steering Systems	2
Fourth Quarter	
ACR 125 Unibody Structural Panel Repair/Replace	3
ACR 126 Conventional Body Structural Panel Repair	5
ACR 128 Bolt-on Body Panel Removal/Replacement	4
ACR 129 Major Collision Repair Internship/Practicium	3
and Occupationally Related Electives	3
Credits required for graduation:	**70**

AUTO COLLISION REPAIR
TECHNOLOGY
Paint and Refinishing Specialization
Campus Availability • *Floyd County Campus*

First Quarter		Credit Hrs
ENG 101	English	5
MAT 101	General Mathematics	5
EMP 100	Employability Skills	3
ACR 100	Safety	1
ACR 101	Automobile Components Identification	3
ACR 102	Equipment and Hand Tools Identification	1
ACR 104	Mechanical and Electrical Systems	2
ACR 105	Body Fiberglass, Plastic, and Rubber Repair Techniques	3
Second Quarter		
ACR 106	Welding and Cutting	3
ACR 107	Trim, Accessories, and Glass	2
ACR 109	Damage Identification and Assessment	3
Third Quarter		
ACR 130	Sanding, Priming, and Paint Preparation	5
ACR 132	Special Refinishing Application	5
ACR 135	Tint & Match Colors	6
Fourth Quarter		
ACR 134	Urethane Enamels Refinishing Application	6
ACR 136	Detailing	2
ACR 137	Paint and Refinishing Internship	3
and	Occupationally Related Electives	3
	Credits required for graduation	**61**

AUTOMATED MANUFACTURING
TECHNOLOGY
Campus Availability • *Gordon County Campus*

First Quarter		Credit Hrs
ENG 101	English	5
ENG 102	Technical Writing	5
MAT 103	Algebraic Concepts	5
MAT 104	Geometry & Trigonometry	5
PSC 150	Applied Physical Science	5
EMP 100	Employability Skills	3
SCT 100	Introduction to Microcomputers	3
AMF 101	Electrical Fundamentals I	4
AMF 102	Electrical Fundamentals II	4
AMF 106	Introduction to Robotics	4
AMF 107	Machine Tool CNC Theory & Practice	3
AMF 108	Applied Hydraulics, Pneumatics, & Mechanisms	3
AMF 109	Analog Circuits	5
AMF 110	Introduction to Active Devices & Circuits	4
AMF 111	Intoduction to Digital Logic	4
AMF 113	Programmable Controllers	4
DDF 130	Engineering Graphics	3
AMF 103	Manufacturing Processes Survey	4
AMF 104	Introduction to Computer Programming for Flexable Manufacturing Systems	3
AMF 115	Mfg Control & Work Cell Interfacing	5
AMF 204	Intro to Microprocessor-Based Systems	3
AMF 206	Work Cell Design Laboratory	3
AMF 207	Flexible Manufacturing Systems I	4
AMF 208	Flexible Manufacturing Systems II	4
AMF 209	Flexible Manufacturing Systems Project	2
	Credits required for graduation	**97**

AUTOMOTIVE TECHNOLOGY

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of five quarters for completion with the following schedule. Day classes are offered. New students are admitted quarterly.

First Quarter			Credit Hours
MAT	101	General Mathematics	5
SCT	100	Introduction to Microcomputers	3
ENG	101	English	5
AUT	120	Introduction to Automotive Technology	3
AUT	122	Electrical & Electronic Systems	6
Second Quarter			
EMP	100	Employability Skills	3
AUT	124	Battery, Starting & Charging Systems	4
AUT	126	Engine Principles of Operation & Repair	6
AUT	130	Automotive Brake Systems	4
Third Quarter			
AUT	128	Fuel, Ignition, & Emission Systems	7
AUT	140	Electronic Engine Control Systems	7
AUT	142	Climate Control Systems	6
Fourth Quarter			
AUT	134	Drivelines	4
AUT	144	Intro to Automatic Transmission	4
AUT	210	Automatic Transmission Repair	7
Fifth Quarter			
AUT	132	Suspension and Steering	3
AUT	138	Manual Transmission/Transaxle	3
AUT	220	Automotive Tech Internship	6
Sixth Quarter			
AUT	212	Adv. Electronic Transmission Diagnosis	3
AUT	214	Adv. Electronic Controlled Brake Sys	4
AUT	216	Adv. Electronic Controlled Suspension	4
AUT	218	Advanced Electronic Engine Control Systems	4
		Credits required for graduation	**105**

BUSINESS AND OFFICE TECHNOLOGY

Campus Availability

• *Floyd/Gordon/Polk County Campuses*

This program leads to a diploma and requires a minimum of five quarters for completion. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available.

Core/Occupational Curriculum Requirements			(49 credits)
(Prerequisites are in parentheses, co-requisites in Italics)			**Credit Hrs**
ENG	111	Business English	5
ENG	112	Business Communications (ENG 111)	5
MAT	111	Business Math	5
EMP	100	Employability Skills	3
SCT	100	Introduction to Microcomputers	3
ACC	101	Principles of Accounting I	6
BUS	101	Beginning Document Processing	5
BUS	102	Intermediate Document Processing (BUS 108)	5
BUS	103	Advanced Document Processing (BUS 102)	5
BUS	108	Word Processing (BUS 101)	7

and credits from <u>one</u> of the following specializations:

Business Office Specialist (The 49 credit Core plus the following 22 credits)

BUS	105	Database Fundamentals (SCT 100)	3
BUS	106	Office Procedures(BUS 101)	5
BUS	107	Machine Transcription (BUS 102, ENG 111, SCT 100)	3
BUS	201	Advanced Word Processing (BUS 108, ENG 111)	3
BUS	202	Spreadsheet Fundamentals (SCT 100, MAT 111)	3
		and Occupationally Related Electives	5
		Credits required for graduation:	**71**

Medical Office Specialist (The 49 credit Core plus the following 23 credits)

AHS	101	Anatomy and Physiology	5
		or BUS 212 Anatomy and Terminology (BUS 211)	(5)
AHS	109	Medical Terminology for Allied Health	3
BUS	213	Medical Document Processing/Transcription	5
BUS	216	Medical Office Procedures (BUS 102, AHS 101)	5
BUS	226	Medical Office Coding, Billing & Insurance	
		(AHS 101,109, BUS 102, ENG 111)	5
		Credits required for graduation:	**72**

CARPENTRY

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. Day classes are offered. New students are admitted quarterly.

First Quarter			Credit Hrs
MAT	101	General Mathematics	5
CFC	100	Safety	1
CFC	101	Introduction to Construction	2
CAR	101	Safe Use of Tools	3
CAR	103	Materials	3
CAR	105	Print Reading	5
CAR	107	Site Layout, Footings, and Foundations	5
Second Quarter			
ENG	101	English	5
CAR	110	Floor Framing	3
CAR	111	Wall Framing	3
CAR	112	Ceiling and Roof Framing	6
CAR	114	Roof Covering	1
Third Quarter			
SCT	100	Introduction to Microcomputers	3
CAR	115	Exterior Finishes and Trim	5
CAR	117	Interior Finishes I	4
CAR	126	Stairs	3
Fourth Quarter			
EMP	100	Employability Skills	3
CAR	118	Interior Finishes I	4
CAR	119	Interior Finishes III	3
CAR	121	Cornice and Soffit	1
CAR	127	Internship or Practicum	4
		Credits required for graduation:	**72**

CONSTRUCTION MANAGEMENT

Campus Availability • *Gordon County Campus*

This program leads to a diploma with the completion of the following schedule. Day classes are offered. New students are admitted quarterly.

Core/Occupational Requirements			Credit Hrs
MAT	103	Algebraic Concepts	5
SCT	100	Introduction to Microcomputers	3
EMP	100	Employability Skills	3
ENG	101	English	5
ENG	102	Technical Writing(ENG 101)	5
CAR	101	Safe Use of Tools	3
CAR	103	Materials	3
CAR	105	Print Reading	5
CMT	202	Construction Drafting I(CAR 105,SCT 100)	3
CMT	207	Construction Drafting II(CMT 202)	3
CAR	107	Site Layout, Footings, and Foundations (CAR 105)	5
CAR	110	Floor Framing (CAR101,103,105)	3
CAR	111	Wall Framing (CAR 101,103,105)	3
CAR	112	Ceiling and Roof Framing (CAR 101,103,105)	6
CAR	114	Roof Covering (CAR 101,103)	2
CAR	115	Exterior Finishes and Trim (CAR 101,103,105)	5
CAR	117	Interior Finishes I (CAR 101,103,105)	4

CAR	118	Interior Finishes I (CAR 101,103,105)	4
CMT	204	Construction Scheduling	2
CMT	205	Inspection Practices	4
CMT	211	Computerized Construction Estimating(SCT100)	3
CMT	212	Computerized Construction Accounting(SCT100)	3
CMT	217	Construction Contracting	5
		Occupationally Related Electives	5

Commercial Carpentry Specialization (The 92 credit core classes plus the following 11 credits)

CAR	130	Doors & Door Hardware(CAR 101,103,105)	2
CAR	131	Concrete Forming	5
CAR	135	Steel Rigging & Reinforcing	1
WLD	133	Metal Welding & Cutting Techniques	3
		Credits required for graduation:	**103**

Residential Carpentry Specialization (The 92 credit core classes plus the following 9 credits)

CAR	121	Cornice and Soffit (CAR 101,103,105)	1
CAR	123	Finish Floors (CAR 101,103,105)	3
CAR	125	Interior Doors (CAR 101,103,105)	2
CAR	126	Stairs (CAR 101,103,105)	3
		Credits required for graduation:	**103**

COMPUTER INFORMATION SYSTEMS
Programming

Campus Availability • *Floyd County Campus*

This programs lead to diplomas in Computer Information Systems. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available.

CIS Core Curriculum Requirements (18 Credit Hours)   **Credit Hrs**

(Prerequisites in parentheses—*Corequisite in Italics*)

ENG	111	Business English	5
ENG	112	Business Communications (ENG 111)	5
MAT	103	Algebraic Concepts	5
EMP	100	Employability Skills	3

Fundamental Occupational Courses (19 Credit Hours)

CIS	105	Program Design and Development (*CIS 106*)	5
CIS	106	Computer Concepts (*SCT 100*)	5
CIS	1140	Network Fundamentals (SCT 100,CIS 103/106)	6
SCT	100	Introduction to Microcomputers	3

Instructor Recommended Operating System Course

CIS	103	Operating Systems Concepts(SCT 100)	6

Specific Occupational Courses

CIS	112	System Analysis and Design (CIS 105)	6
CIS	214	Database Management (Advanced Language Course)	6

Instructor Recommended Languages Course
(35 credit hours from the following courses)

CIS	157	Visual Basic (SCT 100,CIS 105)	7
CIS	250	RPG Programming (CIS 105)	7
CIS	251	Advanced RPG Programming (CIS 250)	7
CIS	2441	Advanced Programming Topics (CIS 105)	7
CIS	252	Introduction to Java Programming (CIS 105)	7
CIS	2431	Intermediate Java Programming (CIS 252)	7
CIS	2421	Advanced Java Programming (CIS 2431)	7
		Credits required for graduation:	**90**

COMPUTER INFORMATION SYSTEMS
Microcomputer Specialist
Campus Availability • *Floyd/Polk/Gordon County Campuses*

This programs lead to diplomas in Computer Information Systems. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available.

CIS Core Curriculum Requirements (18 Credit Hours) **Credit Hrs**

(Prerequisites in parentheses—*Corequisite in Italics*)

ENG 111	Business English	5
ENG 112	Business Communications (ENG 111)	5
MAT 103	Algebraic Concepts	5
EMP 100	Employability Skills	3

Fundamental Occupational Courses (19 Credit Hours)

CIS 105	Program Design and Development (*CIS 106*)	5
CIS 106	Computer Concepts (*SCT 100*)	5
CIS 1140	Network Fundamentals (SCT 100,CIS 103/106)	6
SCT 100	Introduction to Microcomputers	3

Instructor Recommended Operating System Course

CIS 103	Operating Systems Concepts (SCT 100)	6

Specific Occupational Courses

CIS 122	Microcomputer Installation & Maintenance (SCT 100,CIS 103/106)	7
CIS 127	Word Processing & Desktop Publishing (SCT 100)	6
CIS 2228	Advanced Spreadsheet Techniques (SCT 100)	6
CIS 2229	Advanced Database Techniques (SCT 100)	6

Instructor Recommended Languages Course

CIS 157	Visual Basic (SCT 100,CIS 105)	7

Occupational Elective Courses (15 Credit Hours)	15
Credits required for graduation:	**90**

COMPUTER INFORMATION SYSTEMS
Networking Specialist
Campus Availability • *Floyd/Polk/Gordon County Campuses*

This programs lead to diplomas in Computer Information Systems. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available.

CIS Core Curriculum Requirements (18 Credit Hours) **Credit Hrs**

(Prerequisites in parentheses—*Corequisite in Italics*)

ENG 111	Business English	5
ENG 112	Business Communications (ENG 111)	5
MAT 103	Algebraic Concepts	5
EMP 100	Employability Skills	3

Fundamental Occupational Courses (19 Credit Hours)

CIS 105	Program Design and Development (*CIS 106*)	5
CIS 106	Computer Concepts (*SCT 100*)	5
CIS 1140	Network Fundamentals (SCT 100,CIS 103/106)	6
SCT 100	Introduction to Microcomputers	3

Instructor Recommended Operating System Course

CIS 103	Operating Systems Concepts(SCT 100)	6

Specific Occupational Courses

CIS 122	Microcomputer Installation & Maintenance (SCT 100,CIS 103/106)	7

Instructor Recommended Languages Course

CIS 157	Visual Basic (SCT 100,CIS 105)	7

Specialty Courses (24 Credit Hours)

CIS 2149	Implementing MS Windows Professional(CIS 1140)	6
CIS 2150	Implementing MS Windows Server(CIS 2149)	6
CIS 2153	Implementing MS Windows Networking Infrastructure(CIS 2150)	6
CIS 2154	Implementing Microsoft Windows Network Directory Services (CIS 2153)	6
OR		
CIS 2321	Introduction to LAN and WAN (CIS 1140)	6
CIS 2322	Introduction to WANS Routing (CIS 2321)	6
CIS 276	Advanced Routers and Switches (CIS 2322)	6
CIS 277	WAN Design (CIS 276)	6

Occupational Elective Courses	9
Credits required for graduation:	**90**

COMPUTER INFORMATION SYSTEMS
Internet Specialist - Web Site Designer

Campus Availability • *Floyd County Campus*

This programs lead to diplomas in Computer Information Systems. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available.

CIS Core Curriculum Requirements (18 Credit Hours)   **Credit Hrs**

(Prerequisites in parentheses—*Corequisite in Italics*)

ENG	111	Business English	5
ENG	112	Business Communications (ENG 111)	5
MAT	103	Algebraic Concepts	5
EMP	100	Employability Skills	3

Fundamental Occupational Courses (19 Credit Hours)

CIS	105	Program Design and Development (*CIS 106*)	5
CIS	106	Computer Concepts (*SCT 100*)	5
CIS	1140	Network Fundamentals (SCT 100,CIS 103/106)	6
SCT	100	Introduction to Microcomputers	3

Instructor Recommended Operating System Course

CIS	103	Operating Systems Concepts(SCT 100)	6

Specific Occupational Courses

CIS	2191	Internet Business Fundamentals	5
CIS	2201	HTML Fundamentals	3
CIS	2211	Web Site Design Tools	6
CIS	2221	Web Graphics and Multimedia	6
CIS	2231	Design Methodology	6
CIS	2261	Java Script Fundamentals	4
CIS	2271	Fundamentals of CGI Using Perl	4
CIS	2281	Database Connectivity	7

Instructor Recommended Occupational Related Courses

XX	XXX	(Select coursefrom other CIS courses)	4
		Credits required for graduation:	**88**

COSMETOLOGY

Campus Availability • *Floyd/Polk County Campuses*

This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. Day classes are offered. New students are admitted quarterly.

Pre-Occupational Courses   **Credit Hours**

ENG	101	English	5
MAT	101	Basic Mathematics	5
EMP	100	Employability Skills	3
SCT	100	Introduction to Microcomputers	3

Fundamental Occupational Courses (14 Credit Hrs.)

COS	100	Introduction to Cosmetology Theory	5
COS	101	Introduction to Permanent Waving/Relaxing	2
COS	103	Introduction to Skin, Scalp, and Hair	2
COS	105	Introduction to Shampooing & Styling	4
COS	106	Introduction to Haircutting	3

Specific Occupational Courses (46 Credit Hrs.)

COS	108	Permanent Waving and Relaxing	3
COS	109	Hair Color	6
COS	110	Skin, Scalp, and Hair	3
COS	111	Styling	3
COS	112	Manicuring and Pedicuring	3
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 Management	4
DIS	150	Directed Individual Study	1
		Credits required for graduation:	**76**

DIAGNOSTIC MEDICAL SONOGRAPHY

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of six quarters for completion and a previous graduation from medical program. Day classes are offered. New students are admitted annually.

Pre-Occupational Courses (28 Credit Hours)   Credit Hrs

ENG	101	English	5
MAT	103	Algebraic Concepts	5
PSY	101	Psychology	5
SCT	100	Introduction to Microcomputers	3
AHS	101	Anatomy & Physiology	5
PHY	190	Physics	5

Specific Occupational Courses (82Credit Courses)

AHS	109	Medical Terminology	3
AHS	104	Introduction to Health Care	3
DMS	101	Intro. to Sonography and Patient Care	4
DMS	102	Sonography Physics I	4
DMS	103	Sonography Physics II	2
DMS	104	Cross Sectional Anatomy	3
DMS	111	Clinical Sonography I	4
DMS	112	Clinical Sonography II	7
DMS	113	Clinical Sonography III	7
DMS	114	Clinical Sonography IV	7
DMS	115	Clinical Sonography V	9
DMS	120	Pelvic Sonography and Pathology	4
DMS	121	Normal Obstetric Sonography	4
DMS	122	Fetal & Neonatal Anomalies	3
DMS	125	Abdominal Sonography and Pathology	4
DMS	126	High Resolution Imaging	3
DMS	127	Interventional Sonography	3
DMS	130	Introduction to Vascular Sonography	4
DMS	142	Case Study & Journal Review	1
DMS	143	Sonography Review	3
		Credit Hours for Graduation	**110**

DRAFTING

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule.

First Quarter   Credit Hrs

SCT	100	Introduction to Microcomputers	3
ENG	101	English	5
MAT	103	Algebraic Concepts	5
EMP	100	Employability Skills	3
DDF	101	Introduction to Drafting	6

Second Quarter

MAT	104	Geometry and Trigonometry	5
DDF	102	Size and Shape Description I(DDF 101)	5
DDF	103	Size and Shape Description II(DDF 102)	5
DDF	105	Auxiliary Views (DDF 103)	3

Third Quarter

DDF	106	Fasteners (DDF 105)	3
DDF	107	Introduction to CAD (DDF102,SCT 100)	6
DDF	108	Intersections and Development (DDF 103,MAT104)	5

Fourth Quarter

DDF	109	Assembly Drawings I (DDF 108)	5
DDF	111	Intermediate CAD (DDF 107,MAT 104)	6
DDF	112	3-D Drawing and Modeling (DDF 111)	6
and		Related Electives	3
		Credits required for graduation:	**74**

ADVANCED DRAFTING
Civil Specialization

Campus Availability • *Gordon County Campus*

This diploma requires completion of the 74 credit hour Drafting program and provides additonal technical training in architectural drafting.

First Quarter	Credit Hrs
DDF 203 Surveying I (DDF107,MAT104)	3
DDF 215 Legal Principles of Surveying (DDS 203)	5
DDF 216 Surveying II (DDS 215)	7
DDS 217 Civil Drafting I (DDF111,112,203)	5
DDS 218 Civil Drafting II (DDS 217)	6
DDS 219 Route Location & Design (DDS 218)	7
ENG 102 Technical Writing	5
Credits required for graduation:	**112**

ADVANCED DRAFTING
Mechanical Specialization

Campus Availability • *Gordon County Campus*

This diploma requires completion of the 74 credit hour Drafting program and provides additonal technical training in architectural drafting.

First Quarter	Credit Hrs
DDS 201 Strength of Materials (ENG 101,MAT 104)	5
DDS 225 Principles of Metallurgy (ENG 101,MAT 104)	4
DDS 226 Manufacturing Processes (ENG 101,MAT 104)	4
DDS 227 Jig, Fixture, & Die Drawing (DDF 111,DDF 112)	6
DDS 229 Gears & Cams (DDS 201,226,225,MAT104)	6
DDS 230 Mechanisms I (DDS 229)	7
DDS 232 Mechanical Power Transmission (DDS 230)	6
Credits required for graduation:	**112**

EARLY CHILDHOOD
CARE & EDUCATION

Campus Availability • *Gordon County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. Day classes are offered. New students are admitted quarterly.

Core Classes (13 Credit Hours)	Credit Hrs
ENG 101 English	5
MAT 101 General Mathematics	5
EMP 100 Employability Skills	3
Fundamental Occupational Courses (37 Credit Hours)	
SCT 100 Introduction to Microcomputers	3
ECE 101 Introduction to Early Childhood Care and Education	5
ECE 103 Human Growth and Development	5
ECE 105 Health, Safety, and Nutrition	5
ECE 112 Curriculum Development	4
ECE 121 Early Childhood Care and Education Practicum I	3
Or option A:	
ECE xxx Program Elective	5
ECE 122 Early Childhood Care and Education Practicum II	3
Or option B:	
ECE xxx Program Elective	5
Essential Specific Occupational Courses (33 Credit Hours)	
ECE 113 Art for Children	3
ECE 114 Music and Movement	3
ECE 115 Language Arts & Literature *(ECE 112, ECE 103, ENG 101)*	5
ECE 116 Math & Science *(ECE 103, ECE 112, MAT 100)*	5
ECE 202 Social Issues & Family Involvement	5
ECE 224 Early Childhood Care and Education Internship	12
Credits required for graduation:	**83**

ELECTRICAL CONSTRUCTION & MAINTENANCE

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly.

Core Courses	Credit Hrs
ENG 101 English	5
MAT 101 General Mathematics	5
EMP 100 Employability Skills	3
Fundamental Technical Courses	
ELT 106 Electrical Prints, Schematics, Symbols	3
ELT 119 Electricity Principles II	4
ELT 120 Residential Wiring I	5
ELT 121 Residential Wiring II	5
IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
SCT 100 Introduction to Microcomputers	3
Specific Technical Courses	
ELT 107 Commercial Wiring I	4
ELT 108 Commercial Wiring II	4
ELT 109 Commercial Wiring III	4
ELT 111 Single Phase and Three Phase Motors	5
ELT 112 Variable Speed/Low Voltage Controls	5
ELT 118 Electrical Controls	5
xxx xxx Technical Electives	3
Credits required for graduation	**69**

ELECTRICAL CONTROL SYSTEMS TECHNOLOGY

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a diploma and provides a good introduction into the field of electronics technology. Day and evening classes are offered.

Pre-Occupational Courses(13 Credit Hours) Credit Hrs

ENG 101 English	5
MAT 103 Algebraic Concepts	5
EMP 100 Employability Skills	3

Fundamental Occupational Courses (17 Credit Hours)

IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
IFC 102 Alternating Current I	4
IFC 103 Solid State Devices I	4
SCT 100 Introduction to Microcomputers	3

Specific Occupational Courses (48 Credit Hours)

IDS 101 Industrial Computer Applications	5
IDS 103 Industrial Wiring	6
IDS 105 DC and AC Motors	3
IDS 110 Fundamentals of Motor Controls	3
IDS 113 Magnetic Starters and Braking	3
IDS 115 Two-Wire Control Circuits	2
IDS 121 Advanced Motor Controls	2
IDS 131 Variable Speed Motor Control	3
IDS 141 Basic Industrial PLC's	6
IDS 142 Industrial PLC's	6
IDS 209 Industrial Instrumentation	6
XXX xxx Electives	3

Total Credit Hours: 78 Minimum Credit Hours for Graduation

ELECTRONICS TECHNOLOGY

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a diploma and provides a good introduction into the field of electronics technology. Day and evening classes are offered.

Required Courses			Credit Hrs
ENG	101	English	5
MAT	103	Algebraic Concepts	5
EMP	100	Employability Skills	3
MAT	104	Geometry & Trig (or MAT 105 Trigonomtery)	5
	or	MAT 105 Trigonometry	(5)
ELC	104	Soldering Technology	2
ELC	108	Direct Current Circuits (IFC 101,MAT 103)	4
ELC	110	Alternating Currents II	4
IFC	100	Industrial Safety Procedures	2
IFC	101	Direct Current Circuits I (MAT 103)	4
IFC	102	Alternating Currents I (IFC101,MAT103)	4
IFC	103	Solid State Devices I (IFC 102)	4
SCT	100	Introduction to Microcomputers	3
ELC	115	Solid State Devices II (IFC 103)	4
ELC	117	Linear Intergrated Circuits (ELC 115)	7
ELC	118	Digital Electronics I (ELC 115)	4
ELC	119	Digital Electronics II (ELC 118)	7
ELC	120	Microprocessors I (ELC 119)	4
ELC	125	Solid State Devices (ELC 115)	4

and one of the following specializations:

Computer Specialization

ELC	121	Microprocessors II (ELC 120)	4
ELC	122	Microprocessor Interfacing (ELC 122)	4
ELC	201	Computer Peripherals (ELC 121)	4
ELC	202	Networking (ELC 121)	3
ELC	203	Operating Systems (ELC 121)	3
ELC	204	High-Level Languages (SCT 100)	3
ELC	205	Data Communications (ELC 119)	2
ELC	208	Computer System Troubleshooting (ELC 121)	3
xxx	xxx	Technical Electives	12
		Credits required for graduation:	**113**

Industrial Specialzation

ELC	121	Microprocessors II (ELC 120)	4
ELC	122	Microprocessor Interfacing (ELC 121)	4
ELC	211	Process Control (ELC 120)	7
ELC	212	Motor Controls (ELC 119,ELC 125)	7
ELC	213	Programmable Controllers (ELC 120)	6
ELC	214	Mechanical Devices (MAT 104)	3
ELC	215	Fluid Power (MAT 104)	3
ELC	216	Robotics (ELC 213,214,215)	3
xxx	xxx	Technical Electives	1
		Credits required for graduation:	**113**

Telecommunications Specialzation

ELC	121	Microprocessors II (ELC 120)	4
ELC	122	Microprocessor Interfacing (ELC 121)	4
ELC	201	Computer Peripherals (ELC 121)	4
ELC	202	Networking (ELC 121)	3
ELC	208	Computer System Troubleshooting (ELC 121)	3
TEL	108	Network Installation and Repair I	6
TEL	110	Network Transmission Concepts	4
TEL	116	Fiber Optics Transmission Systems (ELC 120)	6
xxx	xxx	Technical Electives	4
		Credits required for graduation:	**113**

INDUSTRIAL ELECTRICAL TECHNOLOGY

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of five quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

Core Courses	Credit Hrs
ENG 101 English	5
MAT 101 General Mathematics	5
EMP 100 Employability Skills	3
Fundamental Technical Courses	
ELT 106 Electrical Prints, Schematics, Symbols	3
ELT 119 Electricity Principles II	4
ELT 120 Residential Wiring I	5
ELT 121 Residential Wiring II	5
IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
SCT 100 Introduction to Microcomputers	3
Specific Technical Courses	
ELT 107 Commercial Wiring I	4
ELT 108 Commercial Wiring II	4
ELT 109 Commercial Wiring III	4
ELT 111 Single Phase and Three Phase Motors	5
ELT 112 Variable Speed/Low Voltage Controls	5
ELT 113 Programmable Logic Control I	4
ELT 114 Programmable Logic Control II	2
ELT 115 Diagnostic Trouble Shooting	2
ELT 116A Transformers (part A)	2
ELT 116B Transformers (part B)	2
ELT 117A National Electrical Code	
Industrial Applications (part A)	2
ELT 117B National Electrical Code	
Industrial Applications (part B)	2
ELT 118 Electrical Controls	5
xxx xxx Technical Electives	3
Credits required for graduation	**85**

INDUSTRIAL CONTROLS SYSTEM

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly.

Pre-Occupational Courses (13 Credit Hours)Credit Hrs

ENG 101 English	5
MAT 103 Algebraic Concepts	5
EMP 100 Employability Skills	3

Fundamental Occupational Courses (17 Credit Hours)

IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
IFC 102 Alternating Current I	4
IFC 103 Solid State Devices I	4
SCT 100 Introduction to Microcomputers	3

Specific Occupational Courses (60 Credit Hours)

IDS 101 Industrial Computer Applications	5
IDS 103 Industrial Wiring	6
IDS 105 DC and AC Motors	3
IDS 110 Fundamentals of Motor Controls	3
IDS 113 Magnetic Starters and Braking	3
IDS 115 Two-Wire Control Circuits	2

IDS	121	Advanced Motor Controls	2
IDS	131	Variable Speed Motor Control	3
IDS	141	Basic Industrial PLC's	6
IDS	142	Industrial PLC's	6
IDS	209	Industrial Instrumentation	6
IDS	215	Industrial Mechanics	6
IDS	221	Industrial Fluidpower	7
IDS	231	Pumps and Piping Systems	2

Total Credit Hours: 90 Minimum Credit Hours for Graduation

MACHINE TOOL TECHNOLOGY
Campus Availability • *Floyd County Campus*
This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

First Quarter		**Credit Hrs**
MAT 101 General Mathematics	5
MCH 101 Introduction to Machine Tool	6
MCH 102 Blueprint Reading for Machine Tool	5
MCH 109 Lathe Operations I	7
Second Quarter	
MCH 104 Machine Tool Math I	5
MCH 110 Lathe Operations II	6
MCH 114 Blueprint Reading II	5
MCH 115 Mill Operations I	7
Third Quarter	
ENG 101 English	5
EMP 100 Employability Skills	3
MCH 105 Machine Tool Math II	5
MCH 116 Mill Operations II	6
MCH 118 Computer/CNC Literacy	5
Fourth Quarter	
MCH 107 Characteristics of Metal/Heat Treat.	4
MCH 112 Surface Grinder Operations	6
MCH 151 Machine Tool Technology Internship	5
Credits required for graduation:	**85**

ADVANCED MACHINE TOOL TECHNOLOGY
Campus Availability • *Floyd County Campus*
Completion of the 85 credit hour Machine Tool program and one of the the following advanced courses:

Advanced General Machinist Specialization

Required Courses	**Credit Hrs**
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
and Electives	5
Total credits required for graduation:	**123**

Computer Numerical Control Specialization

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
and Electives	5
Total credits required for graduation:	**123**

Tool & Die Specialization

MCA 220	Die Design I	7
MCA 221	Die Construction I	5
MCA 223	Die Design II	7
MCA 224	Die Construction II	5
MCA 226	Machining Math III	5
MCA 228	Characteristics of Metal/Heat Treat. II	4
and	Electives	5
	Total credits required for graduation:	**123**

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Campus Availability • *Gordon County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered.

Program Outline		Credit Hrs
SCT 100	Introduction to Microcomputers	3
ENG 111	Business English	5
ENG 112	Business Communications (ENG 111)	5
MAT 111	Business Mathematics	5
EMP 100	Employability Skills	3
MKT 101	Principles of Management	5
MKT 104	Principles of Economics	5
MKT 105	Accounting for Marketing Applications (MAT 111)	5
MSD 102	Legal Environment for Supervisors	5
MSD 104	Personnel Administration for Supervisors	5
MSD 106	Counseling and Disciplinary Actions	5
MSD 107	Training and Performance Evaluation	5
MSD 108	Management & Supervisory Seminar (MSD 103)	5
MSD 110	Management & Supervision (MKT 101, *ENG 111*)	3
xxx xxx	Essential Electives (select a minimum of 20 hours)	
MSD 101	Interpersonal Employee Relations	5
MSD 103	Leadership and Decision Making	5
MSD 105	Labor Law and Labor Relations	5
MSD 150	Production Management	5
MSD 151	Personal Development for Supervisors	5
MSD 152	Project Management	5
MSD 154	Organizational Communications & Information Technology	5
MSD 156	Supervision in a Service Enviroment	5
MSD 157	Total Quality Management Principles	5
MSD 160	Business Plan Development	5
	Credits required for graduation:	**84**

MARKETING MANAGEMENT

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered.

First Quarter		Credit Hrs
ENG 111	Business English	5
MKT 100	Introduction to Marketing	5
MKT 103	Business Law	5
MKT 106	Fundamentals of Selling	5
MKT 109	Visual Merchandising	4
SCT 100	Introduction to Microcomputers	3
Second Quarter		
ENG 112	Business Communications (ENG 111)	5
MAT 111	Business Math	5
MKT 101	Principles of Management	5
MKT 107	Buying	5
Third Quarter		
MKT 104	Principles of Economics	5
MKT 108	Advertising	4

| MKT 110 Entrepreneurship | 8 |
| ACT 101 Principles of Accounting I | 6 |

Fourth Quarter

EMP 100 Employability Skills	3
MKT 130 Marketing Admin. Occupationally-Based Instruction I	3
MKT 131 Marketing Admin. Occupationally-Based Instruction II	3
and Occupationally Related Electives	9
Credits required for graduation:	**88**

MECHANICAL CONTROLS SYSTEM

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a diploma and requires a minimum of four quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly.

Pre-Occupational Courses (16 Credit Hours) Credit Hrs

ENG 101 English	5
MAT 101 Basic Mathematics	5
EMP 100 Employability Skills	3
SCT 100 Introduction to Microcomputers	3

Fundamental Occupational Courses (19 Credit Hours)

WLD 100 Intro to Welding Technology	6
WLD 101 Oxyfuel Cutting	4
WLD 103 Blueprint Reading I	3
WLD 104 Shielded Metal Arc Welding I	6

Specific Occupational Courses (50 Credit Hours)

WLD 105 Shielded Metal Arc Welding II	6
WLD 106 Shielded Metal Arc Welding III	6
WLD 107 Shielded Metal Arc Welding IV	6
WLD 108 Blueprint Reading II	3
WLD 109 Gas Metal Arc Welding	6
WLD 110 Gas Tungsten Arc Welding	4
WLD 112 Prep. for Industrial Qualification	4
WLD 150 Advanced Gas Tungsten Arc Welding	5
WLD 160 Welding and Joining Half-time Internship	5
XXX xxx Electives	5

Suggested Electives

WLD 151 Fabrication Practices	5
WLD 152 Pipe Welding	5
WLD 153 Flux Cored Arc Welding	5
WLD 154 Plasma Cutting	5
Credits required for graduation:	**85**

MEDICAL ASSISTING

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of five quarters for completion with the following schedule. A day class schedule is offered. New students are admitted in fall quarter. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

Pre-Occupational Courses (15 Credit Hours) Credit Hrs

ENG 101 English	5
MAT 101 General mathematics	5
PSY 101 Psychology	5

Fundamental Occupational Courses (19 Credit Hours)

| AHS 101 Anatomy and Physiology | 5 |

AHS	104	Introduction to Health Care	3
AHS	109	Medical Terminology for Allied Health	3
BUS	101	Beginning Document Processing	5
SCT	100	Introduction to Microcomputers	3

Specific Occupational Courses (51 Credit Hours)
MAS	101	Legal Aspects of the Medical Office	2
MAS	103	Pharmacology	5
MAS	106	Medical Office Procedures	4
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	114	Medical Administrative Procedures I	3
MAS	115	Medical Administrative Procedures II	3
MAS	117	Medical Assisting Externship	8
MAS	118	Medical Assisting Seminar	4
		Credits required for graduation:	**83**

PARAMEDIC TECHNOLOGY
Campus Availability • *Rome/Floyd County Campus*
This program leads to a diploma and requires a minimum of four quarters for completion with the following schedule. A day class schedule is offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

Pre-Occupational Courses (18 Credit Hours)   Credit Hrs
ENG	101	English	5
MAT	101	General Math	5
SCT	100	Introduction to Microcomputers	3
AHS	101	Anatomy/Physiology	5

Fundamental Occupational Courses (14 Credit Hours)
EMS	126	Intro to Paramedic Profession	3
EMS	127	Patient Assessment	4
EMS	128	Applied Physiology and Pathophysiolog	3
EMS	129	Pharmacology	4

Specific Occupational Courses (46 Credit Hours)
EMS	130	Respiratory Function and Management	5
EMS	131	Trauma	5
EMS	132	Cardiology I	5
EMS	133	Cardiology II	5
EMS	134	Medical Emergencies	4
EMS	135	Maternal/Pediatric Emergencies	5
EMS	136	Special Patients	2
EMS	200	Clinical Application of Advanced Emergency Care	10
EMS	201	Summative Evaluations	4
		Credits required for graduation:	**77**

PRACTICAL NURSING

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of five quarters for completion with the following schedule. A day class schedule is offered. New students are admitted quarterly.

Pre-Occupational Courses (15 Credit Hours)	Credit Hrs
ENG 101 English	5
MAT 101 General Math	5
PSY 101 Basic Psychology	5

Fundamental Occupational Courses (29 Credit Hours)

AHS 101 Anatomy and Physiology	5
AHS 102 Drug Calculation and Administration	3
AHS 103 Nutrition and Diet Therapy	2
AHS 104 Introduction to Health Care	3
AHS 109 Medical Terminology	3
NSG 110 Nursing Fundamentals I	10
SCT 100 Introduction to Microcomputers	3

Specific Occupational Courses (52 Credit Hours)

NPT 112 Medical-Surgical Practicum I	7	
NPT 113 Medical -Surgical Practicum II		7
NPT 212 Pediatric Nursing Practicum		2
NPT 213 Obstetrical Nursing Practicum		3
NPT 215 Nursing Leadership Practicum		2
NSG 112 Medical-Surgical Nursing I		9
NSG 113 Medical-Surgical Nursing II		9
NSG 212 Pediatric Nursing		5
NSG 213 Obstetrical Nursing		5
NSG 215 Nursing Leadership		2
DIS 1 50 NCLEX Preparation		1
Credit Hours required for Graduation		**96**

RADIOLOGIC TECHNOLOGY

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of eight quarters. completion. A day class schedule is offered. New students are admitted in summer quarter.

Pre-Occupational Courses (26 Credit Hours)	Credit Hrs.
ENG 101 English	5
MAT 103 Algebraic Concepts	5
EMP 100 Employability Skills	3
SCT 100 Introduction to Microcomputers	3
AHS 101 Anatomy and Physiology	5
AHS 152 Advanced Anatomy and Physiology	5

Fundamental Occupational Courses (29 Credit Hours)

RAD 101 Introduction to Radiography	6
RAD 108 Radiographic Procedures I	4
RAD 110 Radiographic Procedures II	4
RAD 107 Principles of Radiographic Exposure I	4
RAD 132 Introduction to Clinical Radiography I	4
RAD 133 Introductory Clinical Radiography II	7

Specific Occupational Courses (68 Credit Hours)

RAD 112 Radiographic Procedures III	4
RAD 118 Special Radiologic Procedures	3
RAD 115 Radiologic Science II	3
RAD 116 Principles of Radiographic Exposure II	3

RAD 120 Principles of Radiation Biology & Protec	5
RAD 121 Radiographic Equipment	4
RAD 122 Radiographic Pathology & Medical Term	3
RAD 126 Radiologic Technology Review	4
RAD 134 Intermediate Clinical Radiography I	7
RAD 135 Intermediate Clinical Radiography II	7
RAD 136 Intermediate Clinical Radiography III	7
RAD 137 Advanced Clinical Radiography I	9
RAD 138 Advanced Clinical Radiography II	9
RAD 139 Advanced Clinical Radiography II	9
Credits required for graduation:	**123**

VASCULAR TECHNOLOGY

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of five quarters. Day classes are offered. This program provides skills in diagnosing diseases of the vascular system.

Pre-Occupational Courses (29 Credit Hours)   **Credit Hrs**

ENG 101 English	5
MAT 103 Algebraic Concepts	5
PSY 101 Psychology	3
AHS 101 Anatomy and Physiology	5
AHS 104 Introduction to Health Care	3
AHS 109 Medical Terminology	3
PHY 190 Physics	5

Fundamental Occupational Courses (17 Credit Hours)

SCT 100 Introduction to Microcomputers	3
DMS 101 Introduction to Sonography & Patient C	5
DMS 102 Sonographic Physics 1	4
DMS 103 Sonographic Physics II	2
DMS 104 Cross Sectional Anatomy	3

Specific Occupational Courses (50 Credit Hours)

VAS 100 Abdominal & Visceral Vascular Proced		2
VAS 105 Extremity Venous Vascular Procedure		2
VAS 110 Clinical Vascular 1		7
VAS 115 Extremity Arterial Vascular Procedures		4
VAS 120 Vascular Quantitative & Test Measurem		2
VAS 125 Clinical Vascular 1I		7
VAS 130 Cerebrovascular Procedures		4
VAS 135 Case Study & Journal Review		1
VAS 140 Pharmacology, Intervention & Diagnosis Vascular Modalities		2
VAS 145 Clinical Vascular III		7
VAS 200 Comprehensive Registry Review		3
VAS 205 Clinical Vascular IV	9	
Credits required for graduation:	**96**	

WELDING AND JOINING TECHNOLOGY

Campus Availability • *Floyd County Campus*

This program leads to a diploma and requires a minimum of five quarters for completion with the following schedule.   Day and evening classes are offered.

First Quarter	Credit Hrs
WLD 101 Oxyfuel Cutting	4
WLD 104 Shielded Metal Arc Welding I	6
ENG 100 English	5
DIS 150 Directed Individual Studies	2
Second Quarter	
WLD 103 Blueprint Reading I	3
WLD 105 Shielded Metal Arc Welding II	6
WLD 108 Blueprint Reading II	3
WLD 109 Gas Metal Arc Welding	6
Third Quarter	
MAT 100 Basic Mathematics	3
WLD 100 Introduction to Welding Technology	6
WLD 106 Shielded Metal Arc Welding III	6
WLD 153 Flux Cored Arc Welding	4
Fourth Quarter	
EMP 100 Employability Skills	3
WLD 107 Shielded Metal Arc Welding IV	6
WLD 110 Gas Tungsten Arc Welding	4
WLD 152 Pipe Welding	5
Fifth Quarter	
WLD 112 Preparation for Industrial Qualification	4
WLD 151 Fabrication Practices	5
Credits required for graduation:	**81**

Technical Certificate Programs

About Certificate Programs:
Coosa Valley Technical College offers a number of technical certificate programs for students whose job performance would be enhanced by short-term, skill specific training. For the most part, coursework leading to a technical certificate is taken from existing diploma programs and can be used toward a diploma. Technical certificate programs are taught by current faculty or adjunct instructors with special expertise.

ACCOUNTING DATA ENTRY CLERK

Campus Availability • *Floyd County Campus*
• *Gordon County Campus* • *Polk County Campus*

This program awards a technical certificate upon completion of selected business and accounting courses totaling 28 credit hours.

Required Courses (Prerequisite in parenthesis)	**Credit Hrs**
ACC 101 Principles of Accounting I	6
ACC 102 Principles of Accounting II (ACC101)	6
MAT 111 Business Math	5
BUS 101 Beginning Document Processing	5
SCT 100 Introduction to Microcomputers(BUS101)	3
BUS 157 Electronic Calculators	3
Credits required for graduation:	**28**

AIR CONDITIONING REPAIR

Campus Availability • *Gordon County Campus*

This program leads to a certificate after completion of 27 credit hours. Day and evening classes are offered.

Core Courses	**Credit Hrs**
ACR 100 Safety	1
ACR 101 Automobile Component Identification	3
ACT 100 Refrigeration Fundamentals	4
ACT 103 Electrical Fundamentals	5
ACT 104 Electric Motors	3
ACT 110 Gas Heating Systems	5
ACT 112 Heat Pumps & Related Systems	6
Credits required for graduation:	**27**

AUTO BODY REPAIR ASSISTANT

Campus Availability • *Floyd County Campus*

Designed for students who want a short-term program that leads to a formal award, this course covers areas that are likely to benefit beginning auto body repairers.

Required Courses	**Credit Hrs**
ACR 100 Safety	1
ACR 101 Automobile Component Identification	3
ACR 102 Equipment and Hand Tools	1
ACR 104 Mechanical and Electrical Systems	2
ACR 107 Trim, Accessories, and Glass	2
ACR 110 Minor Collision Repair	2
ACR 128 Bolt-on Body Panel Removal/Replacement	4
ACR 130 Sanding, Priming and Paint Preparation	5
Credits required for graduation:	**20**

AUTOMOTIVE AUTOMATIC TRANSMISSION

Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 27 credit hours.

Core Courses		Credit Hrs
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 134	Drivelines	4
AUT 144	Intro to Automatic Transmission	4
AUT 210	Automatic Transmission Repair	7
AUT 212	Adv. Electronic Transmission Diagnosis	3
AUT 212	Adv. Electronic Transmission Diagnosis	3
	Credits required for completion:	**27**

AUTOMOTIVE BRAKES

Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 27 credit hours.

Core Courses		Credit Hrs
AUT 120	Intro. to Auto Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 130	Automotive Brake Systems	4
AUT 214	Advanced Elect. Controlled Brake System Diagnosis	4
	Credits required for completion:	**17**

AUTOMOTIVE DRIVETRAIN

Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 17 credit hours.

Core Courses		Credit Hrs
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 134	Drivelines	4
AUT 138	Manual Transmission/Transaxle	3
	Credits required for completion:	**17**

AUTOMOTIVE ELECTRICAL

Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 15 credit hours.

Core Courses		Credit Hrs
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 124	Battery, Starting & Charging Systems	4
xxx	Elective Credit	2
	Credits required for completion:	**15**

AUTOMOTIVE ENGINE PERFORMANCE

Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 33 credit hours.

Core Courses		Credit Hrs
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 124	Battery, Starting & Charging Systems	4
AUT 126	Engine Principles of Operation & Repair	6
AUT 128	Fuel, Ignition, & Emission Systems	7
AUT 140	Electronic Engine Control Systems	7
	Credits required for completion:	**33**

AUTOMOTIVE ENGINE REPAIR

Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 15 credit hours.

Core Courses		Credit Hrs
AUT 120	Introduction to Automotive Technology	3
AUT 122	Electrical & Electronic Systems	6
AUT 126	Engine Principles of Operation & Repair	6
	Credits required for completion:	**15**

BASIC MOTOR CONTROLS

Campus Availability • *Floyd County Campus*

Designed for students who want a short-term program that leads to a formal award, this course covers areas that teach the basics of motor controls.

Required Courses		Credit Hrs
ELT 111	Single Phase and Three Phase Motors	5
ELT 118	Electrical Controls	5
ELT 112	Variable Speed Control	5
	Credits required for completion:	**15**

BASIC STRUCTURAL STEEL WELDING

Campus Availability • *Floyd/Polk County Campuses*

This program is designed to produce industrial standard competencies in the areas of MIG, TIG, and Stick welding. Quarterly admission.

Required Courses		Credit Hrs
WLD 100	Introduction to Welding	6
WLD 101	Oxy Fuel Cutting	4
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 153	Flux Core Arc Welding	4
	Credits required for graduation:	**32**

BUSINESS COMPUTER APPLICATIONS

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This program leads to a technical certificate and can usually be completed in two or three quarters. Computer courses cover Windows, Pagemaker, Power Point, Microsoft Word, Excel, and Access.

Required Courses (Prerequisite in parenthesis)		Credit Hrs
ENG 111	Business English	5
MTH 111	Business Math	5
BUS 101	Beginning Document Processing	5
SCT 100	Introduction to Microcomputers	3
BUS 108	Word Processing (BUS101)	7
BUS 161	Desktop Publishing (BUS101, SCT 100)	5
BUS 105	Database Fundamentals (SCT 100)	3
BUS 202	Spreadsheet Fundamentals (SCT 100, MAT 111)	3
BUS 201	Advanced Word Processing (BUS108)	3
	Credits required for graduation:	**39**

BUSINESS DATA ENTRY CLERK

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This short-term (16 credits) program awards a certificate to persons successfully mastering entry level skills in data entry.

Required Courses (Prerequisite in parenthesis)		Credit Hrs
BUS 101	Beginning Document Processing	5
SCT 100	Introduction to Microcomputers	3
BUS 157	Electronic Calculators	3
XXX ---	Elective Credits	5
	Credits required for graduation:	**16**

CABINETMAKING FUNDAMENTALS

Campus Availability • *Floyd County Campus*

This program covers the technical areas of workshop power equipment operation, wood joint construction, cabinet fabrication, cabinet finishing and installation. Quarterly admission: evening classes; schedule may vary.

Required Courses		Credit Hrs
CFC	100 Safety	1
CFC	101 Introduction to Construction	2
CAR	101 Safe Use of Hand & Power Tools	3
CAR	103 Materials	3
CAB	108 Cabinet Design and Layout	4
CAB	116 Cabinet Assembly I	5
CAB	114 Cutting Cabinet Components	2
CAB	130 Cabinet Assembly II	5
	Credits required for graduation:	**25**

ADVANCED CABINETMAKING

Campus Availability • *Floyd County Campus*

This program provides additional technical training in all areas of cabinetmaking Quarterly admission: evening classes; schedule may vary.

Required Courses		Credit Hrs
CAB	110 Wood Joints	3
CAB	112 Fastening Methods	4
CAB	118 Door, Drawer, and Hardware Installation	3
CAB	131 Cabinet Assembly III	5
CAB	120 Plastic Laminates and Wood Veneers	3
CAB	122 Cabinet Finishing and Installation	5
	Credits required for graduation:	**23**

CAD OPERATOR ARCHITECTURAL

Campus Availability • *Gordon County Campus*

This program leads to a certificate and provides an introduction to Computer Assisted Drawing with an emphasis on the architectural field. Day and evening classes are offered. New students are admitted quarterly.

Required Courses		Credit Hrs
SCT	100 Introduction to Microcomputers	3
DDF	107 Introduction to CAD	6
DDF	111 Intermediate CAD	6
DDF	112 3-D Drawings & Modeling	6
DDF	205 Residential Arch. Draw I	6
	Credits required for graduation:	**27**

CAD OPERATOR MECHANICAL

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a certificate and provides an introduction to Computer Assisted Drawing with an emphasis on the mechnical field. Day and evening classes are offered. New students are admitted quarterly.

Required Courses		Credit Hrs
SCT	100 Introduction to Microcomputers	3
DDF	107 Introduction to CAD	6
DDF	109 Assembly Drawings I	5
DDF	111 Intermediate CAD	6
DDF	112 3-D Drawing and Modeling	6
	Credits required for graduation:	**26**

CAD OPERATOR TRAINING

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a certificate and provides an introduction to Computer Assisted Drawing with an emphasis on the mechnical field.

Required Courses		Credit Hrs
SCT	100 Introduction to Microcomputers	3
DDF	107 Introduction to CAD	6

DDF	102	Size and Shape Description I	5
DDF	103	Size and Shape Description II	5
DDF	105	Auxiliary Views	3
DDF	106	Fasteners	3
		Credits required for graduation:	**25**

CERTIFIED CISCO NETWORK ASSOCIATE

Campus Availability • *Floyd/Polk County Campuses*

This program leads to a technical certificate and can usually be completed in one or two quarters. May be offered during day or evening hours.

Required Courses			**Credit Hrs**
CIS	2321	Introduction to LAN and WAN (1140)	6
CIS	2322	Introduction to WANS Routing	6
CIS	276	Advanced Routers and Switches(CIS 142)	6
CIS	277	Wide Area Network Designs(CIS 276)	6
		Credits required for graduation:	**24**

CERTIFIED CUSTOMER SERVICE SPECIALIST

Campus Availability • *Service Industry Academy/Broad St. Rome • Gordon County Campuses*

This program leads to a technical certificate and can usually be completed in one or two quarters. Day and evening classes can be scheduled.

Required Courses		**Credit Hrs**
MKT 161	Service Industry Business Environment	2
MKT 162	Customer Contact Skills	6
MKT 163	Computer Skills for Customer Service	3
MKT 164	Business Skills for the Customer Service Environment	3
MKT 165	Personal Effectiveness in Customer Service	1
	Credits required for graduation:	**15**

CERTIFIED MANUFACTURING SPECIALIST

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This program leads to a technical certificate and can usually be completed in one or two quarters. May be offered during day or evening hours.

Required Courses		**Credit Hrs**
AMF 152	Manufacturing Organizational Principles	2
AMF 154	Manufacturing Workforce Skills	2
AMF 156	Manufacturing Production Requirements	2
AMF 158	Automated Manufacturing Skills	3
AMF 160	Representative Manufacturing Skills	6
	Credits required for graduation:	**15**

CHILD DEVELOPMENT ASSOCIATE I

Campus Availability • *Gordon County Campus*

This program leads to a technical certificate and can usually be completed in two quarters. Offered during evening hours.

Required Courses		**Credit Hrs**
ECE 101	Introduction to Early Childhood Care and Education	5
ECE 103	Human Growth & Development	5
ECE 105	Health, Safety and Nutrition	5
ECE 125	Professionalism through CDA Certificate Preparation	2
ECE 126	CDA Certificate Assessment	2
	Credits required for graduation	**19**

CISCO SPECIALIST

Campus Availability • *Floyd/Polk County Campuses*

This program leads to a technical certificate and can usually be completed in one or two quarters. May be offered during day or evening hours.

Required Courses		Credit Hrs
CIS 258	Introduction to Data Communications	4
CIS 142	Multiple and Wide Area Networks(CIS 258)	7
CIS 276	Advanced Routers and Switches(CIS 142)	6
CIS 277	Wide Area Network Designs(CIS 276)	6
	Credits required for graduation:	**23**

COMPUTER ASSISTED DRAFTING

Campus Availability • *Floyd County Campus*

This program leads to a technical certificate and can usually be completed in two or three quarters. Day and evening classes can be scheduled. Quarterly admission.

Required Courses		Credit Hrs
MAT 103	Algebraic Concepts	5
DDF 101	Introduction to Drafting	6
DDF 102	Size & Shape Description I	5
DDF 103	Size & Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	3
DDF 107	Introduction To CAD	6
DDF 109	Assembly Drawing I	5
DDS 202	Advanced CAD	6
DDF 112	3-D Modeling and Drawing	6
	Credits required for graduation:	**50**

COMPUTERIZED ACCOUNTING

Campus Availability • *Floyd County Campus*

Awards a certificate after successful completion of 40 credit hours selected from our Accounting program and which can later be credited toward a diploma.

Required Courses	(Prerequisite in parenthesis)	Credit Hrs
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II (ACC101)	6
ACC 103	Principles of Accounting III (ACC102)	6
ACC 104	Computerized Accounting (ACC101, BUS 101)	3
ACC 106	Acct Spreadsheet Fund (ACC 101, SCT 100)	3
MTH 111	Business Math	5
BUS 101	Beginning Document Processing	5
SCT 100	Introduction to Microcomputers	3
BUS 157	Electronic Calculators	3
	Credits required for graduation:	**40**

COMPUTER TECHNICAL SUPPORT SPECIALIST

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This program leads to a technical certificate and can usually be completed in two or three quarters. Day and evening classes can be scheduled.

Required Courses		Credit Hrs
SCT 100	Introduction to Microcomputers	3
CIS 106	Computer Concepts (*SCT 100*)	5
CIS 1140	Network Fundamentals (SCT 100,CIS 103/106)	6
CIS 103	Operating Systems Concepts(SCT 100)	6
CIS 122	Installation and Maintenenace	7
	Credits required for graduation:	**27**

CONSTRUCTION MANAGEMENT
Project Manager
Campus Availability • *Gordon County Campus*

This program leads to a technical certificate and can usually be completed in two or three quarters.

Required Courses		Credit Hrs
SCT	100 Introduction to Microcomputers	3
CMT	211 Computerized Construction Estimating	3
CMT	212 Computerized Construction Accounting	3
CMT	217 Construction Contracting	5
DDF	107 Intrduction to CAD	5
	Credits required for graduation:	**20**

CONSTRUCTION MANAGEMENT
Supervisor
Campus Availability • *Gordon County Campus*

This program leads to a technical certificate and can usually be completed in two or three quarters.

Required Courses		Credit Hrs
CAR	105 Print Reading	5
CMT	204 Construction Scheduling	2
CMT	205 Inspection Practices	4
MSd	103 Leadership and Decicision Making	5
	Credits required for graduation:	**16**

ELECTRICAL TECHNICIAN
Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 28 credit hours. Day and evening classes are offered.

Core Courses		Credit Hrs
MAT	101 General Mathematics	5
IFC	100 Industrial Safety Procedures	2
IFC	101 Direct Current Circuits I	4
ELT	106 Electrical Prints, Schematics, Symbols	3
ELT	119 Electricity Principles II	4
ELT	120 Residential Wiring I	5
ELT	121 Residential Wiring II	5
	Credits required for graduation:	**28**

ELECTROCARDIGRAPHY TECHNICIAN
Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 29 credit hours. Day and evening classes are offered.

Core Courses		Credit Hrs
ENG	101 English	5
MAT	101 General Mathematics	5
EMP	100 Employability Skills	3
AHS	101 Anatomy & Physiology	5
ECG	103 Intoduction to Electrocardiography(Offered Winter Quarter.)	3
ECG	105 Electrocardiography Practicum(Offered Winter Quarter.)	8
	Credits required for graduation:	**29**

EMERGENCY MEDICAL TECHNICIAN(EMT)

Campus Availability • *Floyd County Campus*

This program leads to a technical certificate and can be completed in three quarters. Open to applicants 18 and older who are H.S. or GED graduates and make appropriate placement test scores. Evening classes only.

Required Courses	Credit Hrs
EMS 120 Emergency Medical Technology I	8
EMS 121 Emergency Medical Technology II*	7
EMS 122 Emergency Medical Technology III*	9
*Clinical hours divided among 120 & 122	
Credits required for graduation:	**24**

FIBER OPTICS TECHNICIAN

Campus Availability • *Gordon County Campus*

This program leads to a technical certificate and can usually be completed in two or three quarters. Prior experience in telecommunications is strongly recommended.

Required Courses	Credit Hrs
MAT 105 Trigonometry	5
TEL 110 Network transmission Concepts	4
TEL 111 Data Communications	6
TEL 112 Digital Telephony	6
TEL 116 Fiber Optics	5
Credits required for completion:	**26**

GAS TUNGSTEN ARC WELDING

Campus Availability • *Floyd County Campus*

Designed for students who want a short-term program that leads to a formal award, this course covers areas that are likely to benefit beginning welders.

Required Courses	Credit Hrs
WLD 100 Introduction to Welding	6
WLD 103 Blue Print Reading	3
WLD 108 Blue Print Reading II	3
WLD 110 Gas Tungsten Arc Welding	4
WLD 150 Advanced Gas Tungsten Arc Welding	5
Credits required for completion:	**21**

HORTICULTURE MAINTENANCE TECHNICIAN

Campus Availability • *Gordon County Campus*

This program leads to a technical certificate and can usually be completed in three quarters.

Required Courses	Credit Hrs
EHO 100 Horticulture Science	5
EHO 101 Woody Ornamental Plant Identification	6
EHO 108 Pest Management	5
EHO 112 Landscape Management	3
EHO 153 Turfgrass Management	5
Credits required for graduation	**24**

INDUSTRIAL CONSTRUCTION
Electrician

Campus Availability • *Floyd County Campus*

This program leads to a technical certificate and can usually be completed in three quarters. Open to applicants 16 and older who make appropriate placement test scores. Evening classes.

Required Courses	Credit Hrs
SCT 100 Introduction to Computers	3

ELT	111	Single Phase and Three Phase Motors	5
ELT	112	Variable Speed Controls	7
PLC	113	Programmable Logic Control I	4
PLC	114	Programmable Logic Control II	2
ELT	115	Diagnostic Trouble Shooting	2
ELT	116A	Transformers (part A)	2
ELT	116B	Transformers (part B)	2
ELT	117A	National Electrical Code Indust. Apps. (part A)	2
ELT	117B	National Electrical Code Indust. Apps. (part B)	2
ELT	118	Electrical Controls	7
		Credits required for graduation	**38**

INDUSTRIAL CONTROLS TECHNICIAN

Campus Availability • *Gordon County Campus*

This program leads to a certificate and provides a good introduction into the field of industrial maintenance. Student must interview with instructor and meet prerequisites and corequisites or be employed in industrial maintenance field. Day and evening classes are offered.

Required Courses			Credit Hrs
IMT	118	DC & AC Motors	4
IMT	119	Fundamentals of Motor Controls	4
IMT	120	Magnetic Starters and Brakers	4
IMT	121	Two-Wire Control Circuits	3
IMT	122	Advanced Motor Controls	3
IMT	123	Fundamentals of Variable Speed Control	4
ELT	113	Programmable Logic Control I	4
ELT	114	Programmable Logic Control II	2
IMT	126	PLC Practicum	4
IMT	150	Principles of Instrumentation for IM	4
		Credits required for graduation:	**36**

INDUSTRIAL MAINTENANCE TECHNICIAN
Tufting Operator

Campus Availability • *Gordon County Campus*

This program leads to a certificate and provides a good introduction into the field of industrial maintenance.

Required Courses			Credit Hrs
IFC	XX	Introduction to Carpet Mfg and Tufting	2
SCT	100	Introduction to Microcomputers	3
AMF	101	Electrical Fundamentals	4
IFC	100	Industrial Safety Procedures	2
IMT	108	Mechanucs I	7
		Credits required for graduation:	**18**

INDUSTRIAL MAINTENANCE TECHNICIAN
Tufting Technician

Campus Availability • *Gordon County Campus*

This program leads to a certificate and provides a good introduction into the field of industrial maintenance.

Required Courses			Credit Hrs
WLD	133	Metal Welding & Cutting	3
AMF	108	Applied Hydraulics, Pneumatics, & Mechanisms	3
AMF	102	Electrical Fundamentals II	4
AMF	113	Programmable Controllers	4
IMT	119	Fundamentals of Motor Controls	4
IMT	120	Magnetic Starters and Brakers	4
IMT	121	Two-Wire Control Circuits	3
		Credits required for graduation:	**25**

INDUSTRIAL MECHANICAL TECHNICIAN

Campus Availability   • *Gordon County Campus*
This program leads to a certificate and provides a good introduction into the field of industrial maintenance.

Required Courses	Credit Hrs
IMT 108 Industrial Mechanics	7
IMT 110 Industrial Mechanics II	6
IMT 113 Industrial Hydraulics	8
IMT 115 Pneumatics I	4
Credits required for graduation:	**25**

JAVA PLATFORM PROGRAMMER

Campus Availability   • *Floyd County Campus*
This program leads to a technical certificate and can usually be completed in one or two quarters. Day and evening classes can be scheduled.

Required Courses	Credit Hrs
CIS 2401 Java Programming for Non-programmers	3
CIS 2411 Migrating to Object Oriented Programming W/Java	5
CIS 2431 Intermediate Java Programming (CIS 252)	7
CIS 2421 Advanced Java Programming (CIS 2431)	7
Credits required for graduation:	**22**

LEGAL OFFICE ASSISTANT

Campus Availability   • *Gordon County Campus*
This program leads to a technical certificate and can usually be completed in two or three quarters quarter.

Required Courses	Credit Hrs
BUS 103 Advanced Document Processing	5
BUS 107 Machine Transcription	3
BUS 201 Advanced Word Processing	3
BUS 217 Legal Procedures I	7
BUS 218 Legal Procedures II	7
ENG 111 Business English	5
Credits required for graduation: 30	

LOCAL AREA NETWORKING

Campus Availability   • *Floyd/Gordon/Polk County Campus*
This program leads to a technical certificate and can usually be completed in one or two quarters. Day and evening classes can be scheduled.

Required Courses	Credit Hrs
SCT 100 Introduction to Computers	3
CIS 103 Operating Systems Concepts	6
CIS 258 Introduction to Data Communications	5
CIS 140 Network Concepts	6
Credit Hours for Graduation:	**20**

MAMMOGRAPHY

Campus Availability   • *Floyd County Campus*
This program leads to a technical certificate and can usually be completed in one quarter. Open to applicants with certification and a diploma in Radiologic Technology. Offered online.

Required Courses	Credit Hrs
RAD 251 Mammography Clinical	7
RAD 253 Mammography Physics & Instrumentation & Quality Assurance	5
RAD 252 Mammography Anatomy-Pathology & Positioning	4
Credits required for graduation:	**16**

MEDICAL CODING

Campus Availability • *Floyd County Campus (Night Only)*

Include two courses covering ICD-9CM Coding and one for CPT-4 Coding offer a unique opportunity to persons currently employed by medical care providers.

Required Courses (Prerequisite in parenthesis)			**Credit Hrs**
AHS	101	Anatomy and Physiology (or BUS 212 Anat. & Term. 5 hrs)	5
AHS	109	Medical Terminology (or BUS 211 Medical Terminology 4 hrs)	3
MAS	112	Human Disease (AHS 101, AHS 109)	5
BUS	101	Beginning Document Processing	5
ENG	101	English	5
MAS	151	ICD-9-CM Coding I (MAS112)	4
MAS	152	ICD-9-CM Coding II (MAS 151)	4
MAS	153	CPT-4 Coding (MAS112)	2
		Credits required for graduation:	**33**

MEDICAL RECEPTIONIST

Campus Availability • *Floyd/Polk County Campuses*

The purpose of this program is to provide entry-level skill to persons interested in working as medical receptionists.

Required Courses (Prerequisite in parenthesis)			**Credit Hrs**
ENG	101	English	5
BUS	101	Beginning Document Processing	5
BUS	106	Office Procedures *(BUS101)*	5
AHS	109	Medical Terminology	3
MAS	114	Med. Admin. Procedures I (AHS 109,BUS101)	3
MAS	115	Medical Administrative Procedures II (MAS 104)	3
		Credits required for graduation:	**24**

MEDICAL TRANSCRIPTION

Campus Availability • *Floyd/Gordon/Polk Campuses*

This program provides training for medical-clerical support staff to transcibe notes, reports, and related information for physicians.

Required Courses (Prerequisite in parenthesis)			**Credit Hrs**
ENG	101	English	5
BUS	101	Beginning Document Processing	5
AHS	109	Medical Terminology	3
BUS	108	Wordprocessing (BUS101)	7
BUS	102	Intermediate Document Processing (BUS108)	5
AHS	101	Anatomy and Physiology	5
BUS	213	Medical Document Processing/ Transcription (AHS 109/BUS 211, *BUS102*, ENG 111)	5
		Credits required for graduation:	**33**

MICROSOFT OFFICE USER SPECIALIST
Office Suite Specialist

Campus Availability • *Floyd County Campus*

This program leads to a certificate as a Microsoft Office User Specialist. Day and evening classes are offered. New students are admitted quarterly.

Required Courses			**Credit Hrs**
SCT	100	Introduction to Microcomputers	3
CIS	127	Word Processing & Desktop Publishing Techniques (SCT 100)	7
CIS	128	Spreadsheet and Database Techniques (SCT 100)	7
CIS	155	Microsoft Windows	3
ENG	111	Business English	5
MAT	111	Business Mathematics	5
CIS	221	Advanced Word	5
CIS	222	Advanced Excel	5
CIS	223	Advanced Access	5
CIS	224	Advanced Powerpoint	5
CIS	226	Advanced Frontpage	5
		Credits required for graduation:	**55**

MICROSOFT OFFICE USER SUITE
MASTER CERTIFICATE
Campus Availability • *Floyd/Gordon/Polk County Campuses*
This program leads to a technical certificate and can usually be completed in two or three
quarters. Day and evening classes can be scheduled.

Required	Courses	Credit Hrs
CIS 127	Word Processing & Desktop Publishing	6
CIS 2228	Advanced Spreadsheet Techniques (SCT 100)	6
CIS 2229	Advanced Database Techniques (SCT 100)	6
CIS 224	Advanced Powerpoint	5
CIS 225	Advanced Outlook	3
	Credits required for graduation:	**24**

MOTOR CONTROLS TECHNICIAN
Campus Availability • *Gordon County Campus*
This program leads to a certificate and provides a good introduction into the field
of industrial maintenance. Student must interview with instructor and meet
prerequisites and corequisites or be employed in industrial maintenance field.

Required	Courses	Credit Hrs
IMT 118	DC & AC Motors	4
IMT 119	Fundamentals of Motor Controls	4
IMT 120	Magnetic Starters and Brakers	4
IMT 121	Two-Wire Control Circuits	3
IMT 122	Advanced Motor Controls	3
	Credits required for graduation:	**18**

NAIL TECHNICIAN
Campus Availability • *Floyd County Campus*
This program leads to a technical certificate and can usually be completed in two or
three quarters. (evening classes)

Required	Courses	Credit Hrs
COS 100	Introduction to Cosmetology Theory	5
COS 104	Intro. to Manicuring & Pedicuring	1
COS 112	Manicuring & Pedicuring	1
COS 116A	Nail Care Practicum	2
COS 116B	Nail Care Practicum	3
DIS 150	Directed Individual Study	3
	Credits required for graduation:	**15**

NETWORKING PLUS
Campus Availability • *Floyd/Gordon County Campuses*
This program leads to a technical certificate and provides hands-on skills and knowledge
that an internet professional is expected to understand when designing a web site.

Required	Courses	Credit Hrs
CIS 103	Operating Systems Concepts (SCT 100)	6
CIS 106	Computer Concepts (SCT 100)	5
CIS 1140	Networking Concepts	6
SCT 100	Introduction to Microcomputers	3
	Credits required for graduation:	**20**

OFFICE ASSISTANT
Campus Availability • *Floyd/Gordon/Polk County Campuses*
A certificate is awarded after successful completion of 39 credit hours selected from
CVTC's diploma program in Business & Office Technology.

Required	Courses	Credit Hrs
ENG 111	Business English	5
MTH 111	Business Math	5
BUS 101	Beginning Document Processing	5

BUS	102	Intermediate Document Processing (BUS101)	5
BUS	107	Machine Transcription (BUS102, ENG 111, SCT 100)	3
BUS	108	Word Processing (BUS101)	7
SCT	100	Introduction to Microcomputers	3
XXX	XX	Electives	6
		Credits required for graduation:	**39**

PC REPAIR AND INSTALLATION
Campus Availability • *Floyd/Gordon/Polk County Campuses*
Program prepares students for entry-level positions in PC repair and installation.

Required Courses			Credit Hrs
CIS	103	Operating Systems Concepts(SCT100)	5
CIS	106	Computer Concepts(SCT100)	5
CIS	122	Microcomputer Installation and Maintenance(CIS 103,SCT 100)	7
CIS	286	Preparation for A+ Certification	7
SCT	100	Introduction to Microcomputers	3
		Credits required for completion:	**27**

PC SOFTWARE   SPECIALIST
Campus Availability • *Floyd/Gordon/Polk County Campuses*
Program prepares students for basic use of Personal Computer.

Required Courses			Credit Hrs
CIS	127	Word Processing and Desktop Publishing (SCT 100)	7
CIS	128	Spreadsheet and Database Techniques (SCT 100)	7
CIS	156	Intro to the Internet and Wide Area Networks (SCT 100)	5
SCT	100	Introduction to Microcomputers	3
		Credits required for completion:	**22**

PATIENT CARE ASSISTANT
Certified Nursing Assistant
Campus Availability • *Floyd County Campus*
Program prepares students for entry-level positions in home health and nursing care facilities offering personal care or requiring certified nursing assistants. Classes are now forming for Fall of 2002.

Required Courses			Credit Hrs
CNA	100	Certified Nursing Assist. Fundamentals	8
AHS	103	Nutrition & Diet Therapy	2
AHS	109	Medical Terminology	3
EMP	100	Employability Skills	3
		Credits required for graduation:	**16**

PHARMACY ASSISTANT
Campus Availability • *Floyd County Campus*
Program prepares students for entry-level positions in assisting pharmacy in calculating and dispensing drugs. Spring 2002 will be the last time we offer this certificate.

Required Courses			Credit Hrs
MAT	101	General Mathematics	5
AHS	101	Anatomy & Physiology	5
AHS	109	Medical Terminology	3
SCT	100	Introduction to Microcomputers	3
PHR	101	Pharmacy Technology Fundamentals*	5
AHS	102	Drug Calculations & Administration(MAT101)*	3
PHR	102	Principles of Dispensing Medications(MAT101)*	6
DIS	150	Directed Individual Study(Completed last qtr)*	4
		*Offered Spring Quarter Only.	
		Credits required for graduation:	**33**

PHLEBOTOMY
Campus Availability • *Floyd County Campus*
Program prepares students for entry-level positions performing medical procedures that involve drawing blood.

Required Courses	Credit Hrs
AHS 101 Anatomy & Physiology	5
AHS 109 Medical Terminology	3
PHL 103 Intro to Venipuncture(Offered Spring & Fall)	4
PHL 105 Clinical Practice(PHL 103)(Offered Summer & Winter)	8
Credits required for graduation:	**20**

PAINT AND FINISHING OPERATIONS
Campus Availability • *Floyd County Campus*
Designed for students who want a short-term program that leads to a formal award, this course covers areas that are likely to benefit beginning auto body repairers.

Required Courses	Credit Hrs
ACR 100 Safety	1
ACR 110 Minor Collision Repair	2
ACR 130 Sanding, Priming, and Paint Preparation	4
ACR 132 Special Refinishing Application	4
ACR 134 Urethane Enamels Refinishing Application	6
ACR 135 Tint & Match Colors	6
ACR 136 Detailing	2
Credit Hours for Graduation:	**25**

PLUMBERS ASSISTANT
Campus Availability • *Polk County Campus*
The Plumber's Assistant Technical Certificate of Credit places emphasis on developing skills to plan and install residential plumbing systems.

Required Courses	Credit Hrs
CFC 100 Safety	2
CFC 101 Introduction to Construction	2
PLB 116 Plumbing Drawings I	3
PLB 117 Plumbing Drawings II	2
PLB 100 Intro. to Construction and The Pipe Trade	2
PLB 122 Drainage Systems I	2
PLB 124 Water Supply Systems I	2
PLB 126 Plumbing Fixtures & Appliances I	2
PLB 128 Gas Piping, Venting & Appliances I	3
Credit Hours for Graduation:	**20**

RPG PROGRAMMING CERTIFICATE
Campus Availability • *Floyd County Campus*
Program prepares students with experience using RPG Programming.

Required Courses	Credit Hrs
CIS 250 RPG Programming (CIS 105)	7
CIS 251 Advanced RPG Programming (CIS 250)	7
CIS 2441 Advanced Programming Topics (CIS 105)	7
Credits required for graduation:	**21**

SECURITY SYSTEM INSTALLER
Campus Availability • *Gordon County Campus*
This program leads to a certificate and provides training in the field of installing security systems. Day and night classes are offered.

Required Courses	Credit Hrs
MAT 103 Algebraic Concepts	5

ELC	104	Soldering Technology	2
ELC	106	Direct Currents Circuits I	4
ELC	108	Direct Currents Circuit II	4
ELC	109	Alternating Current I	4
ELC	110	Alternating Current II	4
ELC	111	Electronics Microcomputer Applications I	3
ELC	229	Security Systems	3
		Credits required for graduation:	**30**

SUPERVISORY DEVELOPMENT

Campus Availability • *Gordon County Campus*

This program leads to a technical certificate and can usually be completed in two or three quarters. Day and evening classes can be scheduled.

Required Courses			Credit Hrs
MKT	101	Principles of Management	5
MSD	102	Legal Environment For Supervisors	5
MSD	103	Leadership & Decision Making	5
MSD	107	Training & Performance Evaluations	5
EMP	100	Employability Skills	3
		Credits required for graduation:	**23**

WEB DESIGN ASSOCIATE

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a technical certificate and provides hands-on skills and knowledge that an internet professional is expected to understand when designing a web site.

Required Courses			Credit Hrs
CIS	1140	Networking Concepts	6
CIS	2191	Internet Business Fundamentals	5
CIS	2201	HTML Fundamentals	3
CIS	2221	Web Graphics and Multimedia	6
		Credits required for graduation:	**20**

WEB DESIGN PROFESSIONAL - Design

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This program leads to a technical certificate and provides hands-on skills and knowledge that an internet professional is expected to understand when designing a web site.

Required Courses			Credit Hrs
CIS	1140	Networking Concepts	6
CIS	2191	Internet Business Fundamentals	5
CIS	2201	HTML Fundamentals	3
CIS	2211	Web Site Design Tools	6
CIS	2221	Web Graphics and Multimedia	6
CIS	2231	Design Methodology	6
		Credits required for graduation:	**32**

WEB DESIGN PROFESSIONAL - Networking

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This program leads to a technical certificate and provides hands-on skills and knowledge that an internet professional is expected to understand when designing a web site.

Required Courses			Credit Hrs
CIS	103	Operating Systems Concepts	6
CIS	1140	Networking Concepts	6
CIS	2150	Implementing Microsoft Windows Server	6
CIS	2191	Internet Business Fundamentals	5
CIS	2201	HTML Fundamentals	3
CIS	2291	Network Security	6
		Credits required for graduation:	**32**

WEB SITE DESIGNER

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This program leads to a technical certificate and provides hands-on skills and knowledge that an internet professional is expected to understand when designing a web site.

Required Courses		Credit Hrs
SCT 100	Introduction to Microcomputers	3
CIS 2191	Internet Business Fundamentals	5
CIS 2201	HTML Fundamentals	3
CIS 2211	Web Site Design Tools	6
CIS 2221	Web Graphics and Multimedia	6
CIS 2231	Design Methodology	6
CIS 2261	JAVA Script Fundamentals	4
CIS 2271	Fundamentals of CGI using Perl	4
CIS 2281	Database Connectivity	7
	Credit Hours for Graduation:	**44**

WEB NETWORKING SPECIALIST

Campus Availability • *Floyd/Gordon/Polk County Campuses*

This program leads to a technical certificate and provides hands-on skills and knowledge that an internet professional is expected to understand when designing a web site.

Required Courses		Credit Hrs
CIS 103	Operating Systems	6
CIS 1140	Network Fundamentals	6
CIS 2150	Implementing Microsoft WindowsServer	6
CIS 2191	Internet Business Fundamentals	5
CIS 2201	HTML Fundamentals	3
CIS 2291	Network Security	6
	Credit Hours for Graduation:	**32**

WINDOWS 2000 SPECIALIST

Campus Availability • *Floyd/Gordon County Campuses*

This program leads to a technical certificate with day and night classes being offered.

Required Courses		Credit Hrs
CIS 2149	Implementing Microsoft Windows Professional	6
CIS 2150	Implementing Microsoft Windows Server	6
CIS 2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS 2154	Implementing Microsoft Windows Network Directory Services	6
	Credits required for graduation:	**24**

ACADEMIC INFORMATION

*The Grading System*_____

Class participation, tests, and final exams are the major factors contributing to a student's grade. You should receive a syllabus which explains the requirements of the course and how grades will be determined.

90-100	A	I	Incomplete
80-89	B	I P	Class in Progress
70-79	C	S	Satisfactory Progress
60-69	D	W P	Withdrew Passing
0-59	F	W F	Withdrew Failing
		W	Withdrew on or before midpoint of the quarter
		A U	Audited Course

*Academic Status*_____

A quarterly Grade Point Average (GPA) will be calculated at the end of the quarter based on the letter grades A, B, C, D, or F and the credit hours attempted and passed.

The following terms related to academic status define satisfactory / unsatisfactory academic progress and are used to establish academic eligibility for financial aid:

Good Standing - The term academic good standing means that a student is eligible to enroll or reenroll.

Satisfactory Academic Progress - Students are considered to be making satisfactory academic progress if they are in good standing or on academic probation.

Unsatisfactory Academic Progress - Students are considered to be making unsatisfactory academic progress if they have been placed on academic suspension because of quarterly grade point averages. Students on academic suspension are not eligible for financial aid.

Academic Probation - A quarterly GPA below 2.0 will place the student on academic probation.

Academic Suspension - A student on probation who fails to attain a quarterly GPA of 2.0 while on probation is subject to a quarter's suspension. Students with a cumulative GPA (based on two or more quarters work) below 2.0 will be placed on academic suspension for one quarter. If a student is suspended from a program area for a second time, the suspension will be for a period of one year. Students on academic suspension are not eligible for financial aid.

President's List
A quarterly GPA of 4.0 with a course load of at least Twelve credit hours will place a student on the President's List for that quarter.

Director's List - A quarterly GPA of 3.5 to 3.9 with a course load of at least Twelve credit hours will place a student on the Director's List for that quarter.

Work Ethics Grades

An important area of student development is work ethics or good work habits - such as punctuality, dependability, initiative, integrity, attitude and attendance. In order to aid in development of work ethics, the student is given a work ethics grade in each course along with his/her course grade.

The work ethics grade is a no-credit numerical grade but is recorded on the student's permanent grade record.

Training Continuance Policy

The faculty at Coosa Valley Technical College reserve the right to determine a student's fitness to continue in a training program. Failure to follow specific training instructions or to perform the practical aspects in a training program may result in a grade of zero and/or dismissal from school.

Calculating Academic Progress

Letter grades are posted to the student's record except in those cases where the symbols IP, INC, WP, WF, and W are used to indicate that a course was not completed during the grading period. For the purpose of calculating a grade point average, the following point values shall be assigned for these letters.

A	- 4 points	I P	-	Not Computed
B	- 3 points	I	-	Not Computed
C	- 2 points	W P	-	Not Computed
D	- 1 points	W	-	Not Computed
F	- 0 points	W F	-	Computed as 0

An I or IP symbol that is not replaced by a letter grade during the grading period that follows, will result in the substitution of a grade of Failure (F) on the student's permanent record for courses with such symbols.

Course Transfer Or Exemption

Courses taken outside the Georgia Technical and Adult Education system are selectively accepted for transfer on the basis of similarity in competency areas as determined by the relevant program faculty and admission officers.

Advanced standing in or exemption from a course may be available by testing. Check with the individual instructor or advisor. Transfers from other technical schools or colleges must be in good standing with that institution.

High School Diploma/GED Graduation Policy

Students *will not* be allowed to graduate and receive a diploma from any credit program offered by CVTC until they have first earned a high school diploma or GED certificate. This policy was approved by the CVTC Board of Directors effective July 1, 1989. In order to receive a CVTC diploma, a student cannot transfer more than 50% of the required

course work from another school. Students must have a high school diploma or GED prior to entering an associate of applied technology degreee.

*Attendance Policy*_____

Students are expected and encouraged to attend each scheduled class. Requirement for class attendance will be stated in the course syllabus prepared by the instructor and distributed during the first week of class.

Absences and tardies will become a part of the student's record through the work ethics grade. It is recognized that there may be times when a student will be unable to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the completion of work missed. All makeup work will be at the discretion of the instructor.

Because regular attendance is sometimes a critical factor when an employer reviews a student's record, such records may be amended to reflect makeup work and /or reasons for excessive absenteeism.

STUDENT CONDUCT

*Conduct Irregularity*_____

A student is subject to disciplinary action by the school which may include **suspension or expulsion** for commission of any of the following violations on the property of Coosa Valley Technical College or at any function authorized, sponsored or conducted by Coosa Valley Technical College.

Alcoholic Beverages - Possession, consumption, or furnishing of alcoholic beverages on CVTC property is prohibited.

Damage to Property - Malicious damage or destruction of property belonging to CVTC or to a member of, or visitor to, CVTC community is prohibited.

Dishonesty - Academic integrity is a necessary part of the learning experience. Academic dishonesty, cheating, plagiarism, copying or tampering with computer files or programs and providing false information to the institution will subject the student to disciplinary action, including suspension or expulsion.

Disorderly Assembly
1. No person shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion which interferes with the normal educational process and
    operation of CVTC.
2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of CVTC facilities, or prevent normal operation.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during class room hours is prohibited.

Disorderly Conduct

1. Behavior which disturbs the academic pursuits, or infringes upon the privacy, rights, or privileges of other persons is prohibited.

2a. No person shall push, strike, physically assault or threaten any member of the faculty, staff, student body, or any visitor. Nor shall any person or persons harass or attempt to harass by banter, ridicule, criticism, humiliation, or any other unreasonable physical or mental technique any other member of the CVTC community, individually or collectively.

2b. No member of the CVTC community may sexually harass another.

3. Drunken misbehavior on or in CVTC property or functions sponsored by CVTC or any recognized CVTC organization is prohibited.

Falsification of Records

1. Each person must complete any CVTC record honestly.
2. No person shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any record, form, or document used by Coosa Valley Technical College.

Drugs and Narcotics

1. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on CVTC property or at CVTC sponsored events.

2. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drugs shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Use of Internet Policy - Computer and computer resources may be used to support educational activities in which you are participating on CVTC campuses. The non-educational use of games, IRC, chat, e-mail, and the internet is not allowed. Workstations may not be used to access obscene pornographic, offensive, or other inappropriate "adult-oriented" resources. Violators of this policy may be suspended from a class, media services, or the college.

Use of Cell/Digital Phones and Pagers - In order to maintain an vironment conducive to learning, cell/digital phones and pagers must be turned off or in quiet mode while in class.

Drugs

This statement is designed to emphasize, in fairness to all members of the CVTC community, the serious and/or dangerous consequences resulting from the illegal use, possession or distribution of

marijuana, LSD or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates and tranquilizers, which are sometimes prescribed for medical purposes. While there is admittedly much controversy as to whether or not marijuana should be classified as a narcotic or dangerous drug, the fact remains that the possession or transfer (including gifts) of marijuana, LSD and other mind-altering drugs is illegal under both federal and state laws. And, although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration of from two to ten years, fines up to $2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less than ten years, with possible life sentence at the discretion of the judge.

Furthermore, it should be noted that agents of the federal and state government are engaged in intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed the civil authorities shall handle the situation rather than the CVTC authorities. CVTC must and will fully cooperate and work with the civil authorities; technically the law would say that failure to do so would involve compounding a felony.

Recent state and federal legal action makes it clear that CVTC has an important role to play in creating a drug free campus. It is hoped that this statement will help our students and the entire CVTC community recognize the implications of full accountability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. CVTC, through its Office of Student Services and Office of Instructional Services, are prepared to offer information and assistance with any drug or alcohol related problems. *We must have a drug free environment.*

Gender Harassment

Sexual harassment of employees or students in the Georgia Department of Technical and Adult Education is prohibited by Federal law. An offender is subject to dismissal or other sanctions after compliance with procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of such conduct directly affects employment, continued employment, or academic standing, or offensive working or academic environment. Copies of the Board of Technical and Adult Education Policies and Procedures Statement on Sexual Harassment are available in Administrative Services.

*Discrimination Complaints*_____

Students should report any incident where there is reason to believe that they are victims of discrimination in the areas listed above. Students should also report incidents of sexual harassment whether perpetrated by a fellow student or an employee of the school. See: **Grievance Procedure** in this publication.

*Disciplinary Appeal*_____

Students have the right to appeal any action of the school which seeks to discipline their behavior or restrict their participation in ordinary school activities. See: **Grievance Procedure** in this publication.

GENERAL INFORMATION

*Student Activities*_____

Students at Coosa Valley Technical College are encouraged to become active in student organizations and to support student activities. Some of the organizations and activities available to students at CVTC are:

Student Activity Board - An organization of student representatives from each program area. Membership is added quarterly and generally consists of persons interested in student leadership and planning of activities for the benefit and enjoyment of the student body, involvement in community activities, and school wide improvement that meets the needs of students.

The GOAL Program - Held annually, the Georgia Occupational Award of Leadership features local competition, the selection of four school finalists, a local banquet where a school winner is named, and statewide competition in Atlanta for major prizes and awards. Outstanding students are nominated by their instructors and finalists are selected on the basis of their performance in their respective programs of study and interviews with a panel of judges.

*Commencement Exercises*_____

Coosa Valley Technical College holds commencement exercises semi-annually. To receive a degree, diploma, or certificate, students are required to complete an *Application for Graduation* form prior to the quarterly deadline published for graduation. This form is available from the Student Services or Instructional Services office.

NOTE: Official proof of graduation is the student's permanent record. This is available from the Student Services office.

*Student Safety*_____

Students in shops and labs will be instructed as to the safe operation of tools and equipment. Where required, protective clothing, glasses, hood, and mask are to be worn.
Accidents & Illnesses - All accidents must be reported to the instructor in the area. Students who are injured or become

ill should seek first aid from their instructors. Those in need of other medical treatment will be referred to a physician or emergency treatment center. *Insurance* - The school requires all students to be covered by accident insurance. Student coverage is provided through a student activity fee that is charged each quarter. The cost of medical treatment, transportation, and related expenses not covered by the insurance will be the responsibility of the student.

Closing School For Weather - When weather is severe, students must decide whether driving conditions are safe enough for them to attend classes. Students will be considered absent, however, if they cannot attend and are responsible for making up any work missed. The decision to close the school due to weather will be made by the President and announced on local radio stations. If in doubt, call the school to find out when classes will be held. The numbers are listed on page 3 of this catalog.

Student Records: *The Privacy Act*

Permanent records on each student are kept in the Student Services Office. Upon written request, students are allowed to inspect their records and challenge any information deemed to be misleading or inaccurate.

Release Of Directory Information - A student's record will not be released to others, except where permitted by law, without the written consent of the student or the student's parent or guardian when the student is less than 18 years of age.

Coosa Valley Technical College, in compliance with the Family Educational Rights and Privacy Act of 1974 as amended concerning student records, will release the following directory information without the consent of the student:

- Name
- Date of Birth
- Dates of Attendance
- Address
- Program of Study

Any student or parent who objects to the release of directory information may file an objection in writing with the Student Services Office. Such objection should clearly state what directory information should not be released.

Changes In Name Or Address - Students must notify the Student Services Office of any changes in name or address.

Guarantee/Warranty:

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's business and industries, the State Board of Technical and Adult Education and Coosa Valley Technical College will warrant every graduate from programs offering a diploma.

1.   This warranty guarantees that the graduate has

demonstrated the knowledge and skills and can perform each competence as identified in the industry-validated Standard and Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instructional fees.

2 Any claim against the warranty will be based upon an agreement between the employer and the technical college graduate that the individual cannot perform one or more of the competencies contained in the industry-validated Standards or Program Guide.

3. This warranty is included as a part of the original tuition at all state colleges in Georgia and is applicable to graduates of any degree, diploma, or certificate program who entered the program subsequent to the mandated standards implementation date.

4. The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state college which offers the same program.

5. This warranty shall be issued in writing to each graduate who enters a program subsequent to the mandated standards implementation date beginning in the fall quarter, 1989.

COMPLIANCE

Equal Opportunity Statement

Federal law prohibits discrimination on the basis of race, color or national origin (Title IV of the Civil Rights Act of 1964), sex (Title IX of the Education Amendment of 1972), or disability (Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act, 1990), in education programs or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that Coosa Valley Technical College does not discriminate in any educational programs, activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school's efforts to implement this nondiscrimination policy: Title IX,Bonnie Bowen; Section 504 and/or ADA, David Cox. Inquiries concerning these laws should be addressed to the above individuals and mailed to One Maurice Culberson Drive, Rome, Georgia 30161.

Grievance Procedure for Complaints

Students or employees of Coosa Valley Technical College should report any incident where there is reason to believe that they are the objects of discrimination because of race, color, sex, age, national origin, or disability. Students and employees should also report any incident of alleged sexual harassment that occurs on campus. To report a complaint, file a written statement with:

Bonnie Bowen , Title IX, Equity Coordinator
706-295-6932

Dr. David Cox, Section 504 Administrator/ADA
Coordinator
706-295-6952
Dr. Dottie Gregg, VP Instruction
706-295-6953

This statement must be as specific as possible concerning the (1) complaint and (2) corrective action requested. Unless both of these items are included, the Coordinator/ Administrator can take no further action.

Upon receipt of the specific complaint and action requested, a resolution committee will be formed within three school days to conduct a confidential investigation. Within three days of this committee's adjournment, the Coordinator/ Administrator will inform the inquirer of its findings.

If the inquirer is not satisfied with the committee report, he or she may appeal to the VP for Instruction. Further appeals may be made to the President of Coosa Valley Technical College, its Board of Directors, the State Board of Technical and Adult Education, or the Council on Occupational Education (Phone: 770-396-3898).

Gender Equity Statement

We at CVTC recognize that gender-role stereotyping, gender bias and gender discrimination have historically influenced the career decisions of young persons seeking preparation for employment. As such, we have determined that—to combat these life- long influences—it is incumbent upon our institution to publicize as widely as possible our:

- encouragement of those choosing nontraditional careers
- warm acceptance and support for nontraditional students
- special interest in helping women to become self-sufficient
- our support for laws designed to protect special populations from discrimination based upon sex, race, handicapping condition or age.

STUDENT RIGHT TO KNOW

Enrollment and Completion Data • Crime on Campus

Determining The Follow-up Group

To comply with federal regulations, the following information is provided to all persons seeking enrollment at Coosa Valley Technical College as of July 1, 1997. The data is derived from a small portion of the 1994 summer/fall full-time enrollment and includes only those persons identified as being in attendance at a postsecondary school for the first time. Most of those enrolled in this study will have had sufficient time in which to have completed their program of study prior to July, 1997.

Full- and Part-Time Graduation Data

Two hundred ninety three full-time CVTC students, identified as enrolling for the first time in any postsecondary school, began classes in either the summer or fall quarters of 1994 and could be expected to have completed their studies by July 1997. Of this number:

- 87 completed all requirements for graduation
-   6 were still enrolled and scheduled to complete in FY 99
- 47 completed more than half of the course work in their program
- 153 completed less than one-half of the course work in their program

The completion (graduation) rate for full-time students completing their studies was 30.3%.

Additionally, two hundred nineteen part-time students, identified as enrolling for the first time in any postsecondary school, began classes in either the summer or fall quarters of 1994 and could be expected to have completed their studies by July 1997. Of this number:

- 73 completed all requirements for graduation
- 13 were still enrolled and scheduled to complete in FY 98
- 23 completed more than half of the course work in their program
- 110 completed less than one-half of the course work in their program

The completion (graduation) rate for part-time students completing their studies was 35.4%.

CAMPUS SECURITY
A report of crime on campus in 2002

Murder:	0	Aggravated Assault:	0	Liquor Law Violations:	0
Rape:	0	Burglary:	3	Drug Abuse Violations:	0
Robbery:	0	Motor Vehicle Theft:	0	Weapons Possessions:	0

FINANCIAL AID

Applicant must be a U.S. citizens or permanent resident in the process of becoming a U.S. citizen. Students who have attended schools beyond high school must provide CVTC with a financial aid transcript from the last school attended - even if they did not receive financial aid.

Who To See For Help With Financial Aid

The financial aid officer is Tresa Duck. The financial aid office on the Rome/Floyd County campus is in the Office of Student Services and is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. Personnel in the Student Services office of the Polk and Gordon County Campuses may also assist you in making initial application for aid. You are advised to call for an appointment. The telephone number is (706) 295-6942. In-house students are encouraged to make appointments.

SOURCES OF AID

Pell Grant - Maximum yearly award is $4,000 and does not require repayment if minimum attendance requirement is met. It is not available to those with a bachelor's degree. The amount of award is based on need. Payment is to the student quarterly. Processing time: 2 to 3 weeks are needed to determine eligibility. Apply at least three (3) weeks prior to beginning of quarter for processing payment. Payment for fees is in the form of a credit, the remainder in a check disbursed at the end of the quarter.

HOPE Grant - (Helping Outstanding Pupils Educationally) provides financial assistance to students attending Georgia institutions of higher learning. The HOPE Program is funded by the Georgia Lottery for Education. Students seeking a degree, diploma or certificate at a Georgia public technical institute will have the cost of tuition and all mandatory fees covered to the extent they are not covered by Pell Grant or other federal grants. Additionally, awards of $50 to $100 are made quarterly to cover cost of books.

New Connections/Single Parent Program - Single parents with minor children may get the employability skills they need to enter and succeed in the workplace through this unique program that offers financial support and individualized training. The New Connections program is open to unmarried, widowed, or divorced parents who have custody (or joint custody) of minor children and are either unemployed or greatly underemployed residents of Polk, Floyd, or Gordon counties. Call Bonnie Bowen, New Connections counselor, at 295-6932.

Other Aid - Eligible veterans and their dependents may use VA benefits. Vocational Rehabilitation will sponsor certain students with handicapping conditions.

Summer Quarter 2002

Quarter Begins July 10
Drop/Add Period ends July 12
Registration for **Currently Enrolled** Students begins
August 26
Labor Day Holiday September 2
Last day of quarter September 18
Final Exam Days September 19 & 20
Graduation September 17

Fall Quarter 2002

Quarter begins September 30
Drop/Add Period ends October 2
Registration for **Currently Enrolled** Students begins
November 18
Thanksgiving Holidays November 28, 29
Last day of quarter December 13
Final Exam Day December 14 & 15
School Closed December 23 - December 27
New Year's Day Holiday January 1

Winter Quarter 2003

Quarter Begins January 6
Drop/Add Period ends January 8
Martin Luther King - Holiday January 20
Registration for **Currently Enrolled** Students begins
February 17
Last day of quarter March 17
Final Exam Days March 18 & 19
Graduation March 18

Spring Quarter 2003

Quarter begins April 2
Drop/Add Period Ends April 4
Student Activity Day May 8
Registration for **Currently Enrolled** Students begins May 19
Last day of quarter June 12
Final Exams June 13 & 14

The College Calendar is subject to change upon approval by the President.

Accreditation
Coosa Valley Technical College is accredited by
The Commission of the Council on Occupational Education
41 Perimeter Center East, NE Suite 640, Atlanta, Georgia 30346
Telephone (770) 396-3898

THREE GOOD REASONS WHY YOU SHOULD BECOME A STUDENT AT COOSA VALLEY TECHNICAL COLLEGE

1.

Low Cost

As a resident of Georgia, you may attend tuition free and qualify for a book allowance of up to $100 per quarter if you apply for a Pell Grant/HOPE Grant through the financial aid office.
Tuition and fees for nonresidents from Alabama are the same as for Georgia residents.

2.

Flexibility

At Coosa Valley Technical College, many programs offer a choice of day and evening class schedules and accept students for fall, winter, spring or summer admission.

3.

Quality

Established in 1962, Coosa Valley Technical College is a unit of the Georgia Department of Technical and Adult Education and is accredited by the Accrediting Commission of the Council on Occupational Education.

Coosa Valley Technical College

One Maurice Culberson Drive • Rome, Georgia 30161
1151 Highway 53 Spur SW • Calhoun, Georgia 30701
466 Brock Road • Rockmart, Georgia 30153