

The CATALOG

... and handbook for new students

2002

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,

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

Craig McDaniel
President
Coosa Valley Technical College

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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 53.

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

Child Development (706) 624-1122

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. Students seeking admission to medical programs with waiting lists must meet regular admission criteria to be placed on the waiting list for their program of choice.

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 completion of application and related procedures.

Advanced Placement

Credit for high school, college, or technical school courses may be granted by Coosa Valley Technical College following 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 admission 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

WD - 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 Attendance 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	\$21	a quarter for degree diploma and/or technical certificate classes
Activity Fee:	\$20	a quarter for 12 or more hours;
	\$10	a quarter for less than 12 hours
Insurance Fee:	\$4	Accident Insurance Fee
Late Fee:	\$10	assessed to all schedule students after the last registration date.
Tuition:	\$288	for full-time which is 12 quarter hours or more. <i>Less than full-time \$25 per quarter hour.</i>

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 1993-94 and 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

RADIOLOGIC TECHNOLOGY Associate Degree in Applied Technology

Campus Availability • *Floyd County Campus*

This program leads to an associates degree and requires a minimum of eight quarters for completion with the following schedule. A day class schedule is offered. New students are admitted in summer quarter.

First Quarter	Credit Hrs
RAD 101 Introduction to Radiography	6
BIO 193 Anatomy and Physiology	5
MAT 191 College Algebra	5
RAD 108 Radiographic Procedures I	4
Second Quarter	
BIO 194 Anatomy and Physiology II	5
RAD 110 Radiographic Procedures II	4
RAD 111 Radiologic Science I	5
RAD 132 Introduction to Clinical Radiography I	4
Third Quarter	
RAD 107 Principles of Radiographic Exposure I	4
RAD 115 Radiologic Science II	3
RAD 112 Radiographic Procedures III	4
RAD 133 Introductory Clinical Radiography II	7
Fourth Quarter	
RAD 122 Radiographic Pathology & Medical Terminology	3
RAD 116 Principles of Radiographic Exposure II	3
RAD 134 Intermediate Clinical Radiography I	7
SCT 100 Introduction to Microcomputers	3
Fifth Quarter	
ENG 191 Composition and Rhetoric I	5
RAD 121 Radiographic Equipment	4
RAD 135 Intermediate Clinical Radiography II	7
Sixth Quarter	
PSY 191 Introduction to Psychology	5
SPC 191 Fundamentals of Speech	5
RAD 120 Principles of Radiation Biology & Protection	5
RAD 136 Intermediate Clinical Radiography III	7
Seventh Quarter	
RAD 118 Special Radiologic Procedures	3
RAD 137 Advanced Clinical Radiography I	9
RAD 139 Advanced Clinical Radiography III	1
Eighth Quarter	
RAD 126 Radiologic Technology Review	4
RAD 138 Advanced Clinical Radiography II	9
Credits required for graduation:	136

RESPIRATORY THERAPIST

Associate Degree in Applied Technology

Campus Availability • *Floyd County Campus*

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

First Quarter	Credit Hrs
ENG 191 English Composition I	5
MAT 191 College Algebra	5
BIO 193 Anatomy and Physiology	5
Second Quarter	
BIO 194 Anatomy and Physiology II	5
SPC 191 Speech	5
PHY 190 Physics	5
PSY 191 Introduction to Psychology	5
Third Quarter	
BIO 197 Introductory Microbiology	5
CHM 191 Chemistry	5
ENG 193 Composition and Rhetoric II	5
Fourth Quarter	
RTT 193 Cardiopulmonary Anatomy and Physiology	10
RTT 111 Pharmacology	5
SCT 100 Introduction to Microcomputers	3
Fifth Quarter	
RTT 112 Introductory Respiratory Therapy	5
RTT 113 Respiratory Therapy Lab I	5
RTT 209 Clinical Practice I	2
RTT 211 Pulmonary Disease	5
Sixth Quarter	
RTT 212 Critical Respiratory Care	5
RTT 213 Mechanical Ventilation Airway Care	5
RTT 214 Advanced Critical Care Monitoring	2
RTT 210 Clinical Practice II	2
RTT 218 Clinical Practice III	2
Seventh Quarter	
RTT 215 Pulmonary Function Testing	1
RTT 216 Neonatal/Pediatric Respiratory Care	3
RTT 227 Rehabilitation and Home Care	1
RTT 219 Clinical Practice IV	2
RTT 220 Clinical Practice V	5
Eighth Quarter	
RTT 217 Advanced Respiratory Care Seminar	5
RTT 222 Clinical Practice VI	10
Credits required for graduation:	128

VASCULAR TECHNOLOGY

Associate Degree in Applied Technology

Campus Availability • *Floyd County Campus*

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.

	Credit	Hrs
First Quarter		
MAT 191 College Algebra	5	5
BIO 193 Human Anatomy I	5	5
54 AHS 104 Patient Care, Medical Ethics, & Law	3	3
AHS 109 Medical Terminology	3	3
Second Quarter		
PHY 190 General Earth Physics	5	5
105 BIO 194 Human Anatomy II	5	5
ENG 191 Composition & Rhetoric	5	5
BIO 197 Micro Biology	5	5
Third Quarter		
DMS 101 Intro to Sonography & Patient Care	5	5
PSY 191 Introduction to Psychology	5	5
DMS 102 Sonographic Physics I	4	4
DMS 104 Cross Sectional Anatomy	3	3
Fourth Quarter		
VAS 100 Abdominal & Visceral Vascular Procedures	2	2
VAS 105 Extremity Venous Vascular Procedure	2	2
DMS 103 Sonographic Physics 2	2	2
VAS 110 Clinical Vascular I	7	7
Fifth Quarter		
VAS 115 Extremity Arterial Vascular Procedures	4	4
VAS 120 Vascular Quantitative & Test Measurement	2	2
VAS 125 Clinical Vascular II	7	7
Sixth Quarter		
VAS 130 Cerebrovascular Procedures	4	4
VAS 135 Case Study & Journal Review	1	1
VAS 140 Pharmacology, Intervention & Diagnosis Vascular Modalities	2	2
VAS 145 Clinical Vascular III	7	7
Seventh Quarter		
VAS 200 Comprehensive Registry Review	3	3
VAS 205 Clinical Vascular IV	9	9
Credits required for graduation:	103	

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.*

Core/Occupational Curriculum Requirements (18Credits)		Credit Hrs
<i>(Prerequisites are in parentheses, co-requisites in Italics)</i>		
ENG 111	Business English	5
ENG 112	Business Communications (ENG 111)	5
MAT 111	Business Math	5
EMP 100	Employability Skills	3

Essential Fundamental Occupational Courses (31 Credits)

ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II (ACC 101)	6
ACC 103	Principles of Accounting III (ACC 102)	6
BUS 101	Beginning Document Processing	5
BUS 108	Word Processing (BUS 101)	7
SCT 100	Introduction to Microcomputers	3

Essential Specific Occupational Courses (21 Credits)

Students will choose one of the following three options:

Option # I

ACC 104	Computerized Accounting (ACC 102, BUS 101)	3
	<i>and</i> BUS 105 Database Fundamentals (SCT 100)	3
	<i>or</i> an acceptable ACC course, institutional choice	(3)
	<i>and</i> ACC 106 Accounting Spreadsheet Fundamentals (SCT 100, MAT 111)	3
ACC 107	Full-time Accounting Internship	12

Option # II

ACC 104	Computerized Accounting (ACC 102, BUS 101)	3
	<i>and</i> BUS 105 Database Fundamentals (SCT 100)	3
	<i>or</i> an acceptable ACC course, institutional choice	(3)
	<i>and</i> ACC 106 Accounting Spreadsheet Fundamentals (SCT 100, MAT 111)	3
ACC 108	Half-time Accounting Internship	6
XXX	Electives	6

Option # III

ACC 104	Computerized Accounting (ACC 102, BUS 101)	3
	<i>and</i> BUS 105 Database Fundamentals (SCT 100)	3
	<i>or</i> an acceptable ACC course, institutional choice	(3)
	<i>and</i> ACC 106 Accounting Spreadsheet Fundamentals (SCT 100, MAT 111)	3
XXX	Electives	12
	Credits required for graduation: (Minimum)	72

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
<i>and</i> 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 additional 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
<i>and</i> 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
<i>and</i>	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
<i>and</i>	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	Introduction 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 Flexible 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)
<i>(Prerequisites are in parentheses, co-requisites in italics)</i>	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 one 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
<i>and</i> 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
<i>or</i> 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 (<i>CIS 106</i>)	5
CIS 106 Computer Concepts (<i>SCT 100</i>)	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
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Specific Occupational Courses

CIS 112 System Analysis and Design (CIS 105)	6
CIS 214 Database Management (<i>Advanced Language Course</i>)	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 (<i>CIS 106</i>)	5
CIS 106 Computer Concepts (<i>SCT 100</i>)	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
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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
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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 (<i>CIS 106</i>)	5
CIS 106 Computer Concepts (<i>SCT 100</i>)	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
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Specific Occupational Courses

CIS 122 Microcomputer Installation & Maintenance (SCT 100,CIS 103/106)	7
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Instructor Recommended Languages Course

CIS 157 Visual Basic (SCT 100,CIS 105)	7
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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 (<i>CIS 106</i>)	5
CIS 106	Computer Concepts (<i>SCT 100</i>)	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
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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 course from other CIS courses)	4
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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.

Core Classes Credit Hours

ENG 101	English	5
MAT 101	Basic Mathematics	5
EMP 100	Employability Skills	3

First Quarter

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
SCT 100	Introduction to Microcomputers	3

Second Quarter

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

Third Quarter

COS 113	Practicum I	4
COS 114	Practicum II	8

Fourth Quarter

COS 115	Practicum/Internship I	4
COS 116	Practicum/Internship II	5
COS 117	Salon Management	4
DIS 150	Directed Individual Study (Optional)	(1)

Credits required for graduation: 65

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.

First Quarter	Credit Hrs
ENG 101 English (Institutional Pre-requisite)	5
MAT 103 Algebraic Concepts (Institutional Pre-requisite)	5
PSY 100 Psychology (Institutional Pre-requisite)	3
DMS 101 Introduction to Sonography & Patient Care	5
DMS 102 Sonographic Physics 1	4
DMS 104 Cross Sectional Anatomy	3
Second Quarter	
DMS 120 Pelvic Sonography & Pathology	4
DMS 125 Abdominal Sonography & Pathology	4
DMS 103 Sonographic Physics 2	2
DMS 111 Clinical Sonography 1	4
Third Quarter	
DMS 121 Normal Obstetric Sonography	4
DMS 122 Fetal & Neonatal Anomalies	3
DMS 112 Clinical Sonography	7
Fourth Quarter	
DMS 126 High Resolution Imaging	3
DMS 127 Interventional Sonography	3
DMS 113 Clinical Sonography	7
Fifth Quarter	
DMS 142 Case Study & Journal Review	1
DMS 130 Introduction to Vascular Sonography	4
DMS 114 Clinical Sonography 4	7
Sixth Quarter	
DMS 143 Comprehensive Registry Review	3
DMS 115 Clinical Sonography 5	9
Credits required for graduation:	90

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. Day and evening classes are offered.

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 additional 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 additional 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.

Program Outline	Credit Hrs
ENG 101 English	5
MAT 101 General Mathematics	5
EMP 100 Employability Skills	3
SCT 100 Introduction to Microcomputers	3
<u>Essential Fundamental Occupational Courses</u>	
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)
<u>Essential Specific Occupational Courses</u>	
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 123 Parent Involvement	3
ECE 124 Early Childhood Care and Education Internship	12
Credits required for graduation:	75

ELECTRICAL CONSTRUCTION AND 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

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 Trigonometry)	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 Specialization

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 Specialization

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 MAINTENANCE

Electrical Specialization

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.

Core Courses	Credit Hrs
MAT 103 Algebraic Concepts	5
ENG 101 English	5
EMP 100 Employability Skills	3
Fundamental Technical Courses	
SCT 100 Introduction to Microcomputers	3
IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
IFC 102 Alternating Current I	4
IFC 103 Solid State Devices	4
IMT 102 Problem Solving In Technology	4
Electrical Maintenance Specialization Courses	
ELT 113 Programmable Logic Controls I	4
ELT 114 Programmable Logic Controls II	2
IMT 118 DC and AC Motors	4
IMT 119 Fundamentals of Motor Controls	4
IMT 120 Magnetic Starters & Breaking	4
IMT 121 Two-wire Control Circuits	3
IMT 122 Advanced Motor Controls	3
IMT 123 Variable Speed Motor Controls	4
IMT 129 Industrial Wiring I	5
IMT 130 Industrial Wiring II	5
IMT 132 Industrial Maintenance Electrical Review	3
IMT 126 PLC Practicum	4
<i>or IMT 127 Industrial Maintenance Internship (4)</i>	
<i>and Technical or Tech. Related Electives</i>	3
Credits Required for Graduation	82

INDUSTRIAL MAINTENANCE

Mechanical Specialization

Campus Availability • *Gordon County Campus*

Core Courses	Credit Hrs
MAT 103 Algebraic Concepts	5
ENG 101 English	5
EMP 100 Employability Skills	3
Fundamental Technical Courses	
SCT 100 Introduction to Microcomputers	3
IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
IFC 102 Alternating Current I	4
IFC 103 Solid State Devices	4
IMT 102 Problem Solving In Technology	4
Mechanical Maintenance Specialization Courses	
ACT 100 Refrigeration Fundamentals	4
IMT 108 Industrial Mechanics I	7
IMT 110 Industrial Mechanics II	6
IMT 113 Industrial Hydraulics	8
IMT 115 Pneumatics I	4
IMT 128 Pumps and Piping Systems	2
IMT 133 Industrial Maint. Mechanical Review	3
MCH 109 Lathe Operations I	7
WLD 133 Metal Welding & Cutting Techniques	3
<i>and Technical or Tech. Related Electives</i>	4
Credits Required for Graduation	82

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
<i>and</i> 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
<i>and</i> 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
<i>and</i> 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 Environment	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

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.*

	Credit Hrs
First Quarter	
AHS 101 Anatomy and Physiology	5
AHS 109 Medical Terminology for Allied Health	3
BUS 101 Beginning Document Processing	5
MAT 101 General Mathematics	5
Second Quarter	
ENG 101 English	5
MAS 106 Medical Office Procedures	4
or BUS 106 Office Procedures(BUS 101)	(4)
MAS 103 Pharmacology (prerequisite: MAT 101)	4
PSY 101 Psychology	5
Third Quarter	
MAS 114 Medical Administrative Procedures I (prerequisite: AHS 101)	3
MAS 108 Medical Assisting Skills I	5
MAS 112 Human Diseases (prerequisites: AHS 101, 109)	5
SCT 100 Introduction to Microcomputers	3
AHS 104 Introduction to Health Care	3
Fourth Quarter	
MAS 115 Medical Administrative Procedures II	3
or BUS 216 Medical Office Procedures	(5)
MAS 109 Medical Assisting Skills II	5
MAS 113 Maternal and Child Care	5
MAS 101 Legal Aspects of Medical Office	2
Fifth Quarter	
MAS 117 Medical Assisting Externship	6
MAS 118 Medical Assisting Seminar	4
DIS 150 Advanced Externship	2
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.*

	Credit Hrs
First Quarter	
ENG 101 English	5
MAT 101 General Mathematics	5
AHS 101 Anatomy and Physiology	5
SCT 100 Introduction to Microcomputers	3
Second Quarter	
EMS 126 Introduction to the Paramedic Profession	3
EMS 127 Patient Assessment	4
EMS 128 Applied Physiology and Pathophysiology	3
EMS 129 Pharmacology	4
EMS 132 Cardiology I	5
Third Quarter	
EMS 130 Respiratory Management	5
EMS 133 Cardiology II	5
EMS 134 Medical Emergencies	4
Fourth Quarter	
EMS 131 Trauma	5
EMS 135 Maternal/Pediatric Emergencies	5
EMS 200 A Clinical Application of Advanced Emergency Care I	5
Fifth Quarter	
EMS 136 Special Patients	2
EMS 200 B Clinical Application of Advanced Emergency Care II	5
EMS 201 Summative Evaluations	5
Credits required for graduation:	78

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.

	Credit	Hrs
First Quarter		
ENG 101 English	5	
MAT 101 General Mathematics	5	
PSY 101 Psychology	5	
AHS 101 Anatomy and Physiology	5	
SCT 100 Introduction to Microcomputers	3	
Second Quarter		
AHS 102 Drug Calculation and Administration	3	
AHS 103 Nutrition and Diet Therapy	2	
AHS 104 Introduction to Health Care	3	
NSG 110 Nursing Fundamentals	10	
Third Quarter		
NPT 113 Medical-Surgical Nursing II Practicum	7	
NSG 113 Medical-Surgical Nursing II	9	
Fourth Quarter		
NPT 112 Medical-Surgical Nursing I Practicum	7	
NSG 112 Medical Surgical Nursing I	9	
NSG 215 Nursing Leadership	2	
Fifth Quarter		
NSG 213 Obstetrical Nursing Program	3	
NSG 213 Obstetrical Nursing	5	
NPT 212 Pediatric Nursing Practicum	2	
NSG 212 Pediatric Nursing	5	
NPT 215 Nursing Leadership Practicum	2	
DIS 1501 NCLEX Prep	1	
Credits required for graduation:	93	

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.

	Credit	Hrs
First Quarter		
RAD 101 Introduction to Radiography	6	
AHS 101 Anatomy and Physiology	5	
MAT 103 Algebraic Concepts	5	
RAD 108 Radiographic Procedures I	4	
Second Quarter		
AHS 152 Advanced Anatomy and Physiology (suggested elective credit)	5	
RAD 110 Radiographic Procedures II	4	
RAD 111 Radiologic Science I	5	
RAD 132 Introduction to Clinical Radiography I	4	
Third Quarter		
RAD 107 Principles of Radiographic Exposure I	4	
RAD 115 Radiologic Science II	3	
RAD 112 Radiographic Procedures III	4	
RAD 133 Introductory Clinical Radiography II	7	
Fourth Quarter		
RAD 122 Radiographic Pathology & Medical Terminology	3	
RAD 116 Principles of Radiographic Exposure II	3	
RAD 134 Intermediate Clinical Radiography I	7	
SCT 100 Introduction to Microcomputers	3	
Fifth Quarter		
ENG 101 English	5	
RAD 121 Radiographic Equipment	4	
RAD 135 Intermediate Clinical Radiography II	7	
Sixth Quarter		
EMP 100 Employability Skills	3	
RAD 120 Principles of Radiation Biology & Protection	5	
RAD 136 Intermediate Clinical Radiography III	7	
Seventh Quarter		
RAD 118 Special Radiologic Procedures	3	
RAD 137 Advanced Clinical Radiography I	9	
RAD 139 Advanced Clinical Radiography III	1	
Eighth Quarter		
RAD 126 Radiologic Technology Review	4	
RAD 138 Advanced Clinical Radiography II	9	
Credits required for graduation:	129	

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.

First Quarter	Credit Hrs
ENG 101 English (Institutional Pre-requisite)	5
MAT 103 Algebraic Concepts (Institutional Pre-requisite)	5
EMP 100 Employability SKills	3
DMS 101 Introduction to Sonography & Patient Care	5
DMS 102 Sonographic Physics 1	4
DMS 104 Cross Sectional Anatomy	3
Second Quarter	
VAS 100 Abdominal & Visceral Vascular Procedures	2
VAS 105 Extremity Venous Vascular Procedure	2
DMS 103 Sonographic Physics 2	2
VAS 110 Clinical Vascular 1	7
Third Quarter	
VAS 115 Extremity Arterial Vascular Procedures	4
VAS 120 Vascular Quantitative & Test Measurement	2
VAS 125 Clinical Vascular 1I	7
Fourth Quarter	
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
Fifth Quarter	
VAS 200 Comprehensive Registry Review	3
VAS 205 Clinical Vascular IV	9
Credits required for graduation:	77

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.

Tuition & Fees For Technical Certificate Classes:

Tuition will be charged per credit hour scheduled. Classes taught as a part of the regular diploma schedule will be at \$24 per credit hour. Due to the extra expense of hiring adjunct instructors, tuition for Manufacturing Processes Certification, and Certified Customer Services Specialist technical certificate classes are expected to be higher than that charged for regular diploma classes.

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. Day and evening classes are offered.

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 DRIVETRAIN

Campus Availability • *Floyd County Campus*

This program leads to a certificate after completion of 17 credit hours. Day and evening classes are offered.

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. Day and evening classes are offered.

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. Day and evening classes are offered.

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. Day and evening classes are offered.

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 mechanical 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 mechanical 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 JAVA 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

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

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	Introduction 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 Decision 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

ELECTROCARDIOGRAPHY 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 Introduction 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

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

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 transcribe 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

MOTOR CONTROLS TECHNICIAN MCT1

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

- Nov 2003 - discontinued -

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

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+PREPARATION CERTIFICATE

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

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

TECHNICAL SUPPORT 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
SCT 100 Introduction to Microcomputers	3
CIS 106 Computer Concepts (<i>SCT 100</i>)	5
CIS 1140 Network Fundamentals (<i>SCT 100, CIS 103/106</i>)	6
CIS 103 Operating Systems Concepts(<i>SCT 100</i>)	6
CIS 122 Installation and Maintenance	7

Credits required for graduation: 27

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

WINDOWS 2000 CORE CERTIFICATE

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	INC	Incomplete
80-89	B	IP	Class in Progress
70-79	C	WP	Withdrew Passing
60-69	D	WF	Withdrew Failing
0-59	F	WD	Withdrew on or before midpoint of the quarter
		AU	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 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 WD 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	IP	- Not Computed
B	- 3 points	INC	- Not Computed
C	- 2 points	WP	- Not Computed
D	- 1 points	WD	- Not Computed
F	- 0 points	WF	- Computed as 0

An INC 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 degree.

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 drug 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 environment 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:

The Georgia Department of Technical and Adult Education and Coosa Valley Technical College have set a standard to provide a high quality of technical training which meets the demands of business and industry. This standard allows Coosa Valley Technical College to offer this guarantee:

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

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

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, Steve Bradshaw; 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:

Dr. Steve Bradshaw, Title IX, Equity Coordinator
Dr. David Cox, Section 504 Administrator/ADA Coordinator
Dr. Dottie Gregg, VP Instruction

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 2000

Murder:	0	Aggravated Assault:	0	Liquor Law Violations:	0
Rape:	0	Burglary:	5	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 \$3,125 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.

CAREER CENTER

Coosa Valley Technical College Career Center offers opportunities to receive career guidance and to learn about employability skills and occupations. Located in room 119 on the Floyd County campus, the Career Center features tools and assistance for career guidance, remediation, and more. The Career Center is currently operated with grant funds.

Career Guidance

- **Career Scope** - A user friendly computer program that you can use to measure your interest in areas such as business, industrial, mechanical, science, and art. This self-administered inventory takes less than one hour to complete and is available at no cost.
- **Georgia Career Information System (GCIS)** - An interactive computer database providing information on occupational skills and wages, education and training programs, colleges, scholarships, job search preparation, and more.
- **Other Resources**- Assistance is provided to connect you to the world wide web, to check out reference books and videos, or to access other career guidance materials.

Job Readiness/Job Search

Students are coached through the basic operation of GCIS, Oasys, or Career Scope in preparation for a self-directed occupational assessment. Your assessment may include:

- Job market search
- Job retention skills
- Interviewing skills
- Employment listings
- Resume writing. Software provides a template and advice for resume preparation, cover letters, and how to respond to interview questions

Remediation and Learning Opportunities

Students have access to user friendly computer software designed to assist in remediating academic and/or life management skills.

- Life management and parenting skills.
- Admissions Test Preparation/Review - A brief study to prepare you for success with the Asset Test (used for admission to CVT).
- PLATO - A software program that provides remediation in any of the following academic areas:
 - Reading.
 - Mathematics.
 - Grammar.

Resource Center/Library

A resource center/library is under development in connection with the Career Center. Books, materials, personnel, and supplies will be procured as funds and acquisition opportunities become available. The phone number is 706-295-6854.

Hours

The Career Center is open between 8 AM and 4 PM, M - F.

- Evening training sessions are available by appointment on Tuesdays and Wednesdays.

General Telephone Directory

Floyd County Campus:

Switchboard (706) 295-6963

*Switchboard calls: 8:00 AM to 9:00 PM, Mon-Thur and
8 AM to 4 PM Friday*

Admission Information	295-6702	Arlette Harrell
Financial Aid	295-6942	Juana Brumbelow
Financial Aid	295-6936	Tresa Duck
Financial Aid	295-6933	Lynn Meyer
WIA Coordinator	295-6935	Lucy Hale
New Connections Program	295-6932	Bonnie Bowen
Career Transition	802-5040	Jan Whatley
	802-5040	Sandra Beal
Plato Lab/Career Center	295-6854	Career Counselor
Job Placement Office	295-6841	David McBurnett
Counselor / Student Activities	295-6938	Karen Teems
Career Planner and Evaluator	295-6933	Troy Pacheco
Tech Prep Coordinator	802-5817	Carol Dugger

Gordon County Campus:

Admission Information	624-1100	Switchboard
Student Services	624-1112	Sherry Lusk
Director of Student Services	624-1117	Stuart Phillips
Financial Aid	624-1114	Lynn Meyer
Instructional Services Information	624-1128	Deborah Tomlinson
Day Care Center	624-1122	Laura Payne
Economic Development	624-1138	Jim Powell

Polk County Campus:

Admission Information	684-5696	Switchboard
Student Services	ext. 301	Jan Gore
Financial Aid	ext. 309	Juana Brumbelow

Economic Development:

Economic Dev./ Continuing Ed. Info.	295-6958	Amber Jordan
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Adult Literacy Information:

Floyd County Campus:

Adult Education Information	295-6976	Martha Ann Smith
Adult Literacy Programs	295-6972	Susan Hackney
Adult Learning Center	295-6917	Nancy Simmons
GED Testing/Preparation	295-6973	Herman Bradshaw

Gordon County Campus:

Adult Learning Center	624-1111	Joy Lumpkin
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Polk County Adult Learning Centers

Cedartown	748-2528	Ann Clay
Rockmart	ext. 308	Ann Clay

Instructional Services:

Instructional Services Info.	295-6850	Mary Ann Westmoreland
Director of Instructional Services	295-6952	David Cox (Dr.)
Director of Instructional Services	295-6908	Teresa Resch

President's Office:

President's Executive Secretary	295-6928	Heidi Popham
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Campus Shop:(Bookstore)Rome

Calhoun	233-9927	
Rockmart	625-6998	
	770-684-5696 ext. 307	

Full-time Faculty

Adams, Nancy-Business Division Chair, Instructor, Business and Office Technology; Ed.S., West Georgia.

Anderson, Margaret-Instructor, Business and Office Technology; M.A., Pacific Union College.

Bentley, Bill-Instructor, Automotive Technology; Chevron Training Center, Master GM Technician, Nissan Specialist.

Boswell, Shelor-Instructor, Business and Office Technology; M.Ed., West Georgia.

Brooks, Colleen-Instructor, Adult Literacy; B.A., Carson Newman College.

Burchett, Jean-Instructor, Business and Office Technology; Ed.S., West Georgia.

Bumgardner, Daniel-Instructor, Construction Management; B.S., East Tennessee State.

Cantrell, Anthony R.-Instructor, Computer Information Systems; A.A.S., Floyd College.

Carney, Jan-Instructor, Computer Information Systems; B.S., Georgia State University. Microsoft Certified Professional CISCO Certified Network Associates.

Carter, Barry-Instructor, Auto Collision Repair Technology; Diploma, Carroll Technical Institute.

Carter, Jack-Instructor, Academics; B.S. Jacksonville State University, M.A. Ed., University of Alabama.

Carter, Jennifer-Instructor, Computer Information Systems, B.S., Berry College, M.Ed., West Georgia. C.N.A., MCSE, CIW Associate.

Carter, Paul-Instructor, Marketing Management, M.B.A., University of Georgia.

Clay, Ann-Instructor, Adult Literacy; B.S., Auburn University.

Cochran, Kathy-Instructor, Nursing; Diploma Piedmont Hospital School of Nursing, B.S.N., West Georgia.

Coffman, Betty-Instructor, Medical Assisting; M.Ed., Georgia State University.

Delfalco, Samuel-Instructor, Management and Supervisor Development; B.S.B.A., Century University.

DiPrima, Lisa-Instructor, Developmental Studies; B.S., University of Georgia.

Ditch, Michael-Instructor, Accounting; B.S., Ferris State, Juris Doctor, Woodrow Wilson College of Law

Dulaney, Muriel-Instructor, Accounting; B.S., West Georgia College.

Earley, Michelle Lee-Instructor, Business and Office Technology; B.S., Covenant College.

Evans, Cecil (Gene)-Instructor, Industrial Electrical Technology; Diploma, Coosa Valley Technical Institute, A.A.T., Chattahoochee Technical Institute.

Gaines, Kay-Instructor, Business and Office Technology; M.Ed., West Georgia.

Hawkins, Faith-Instructor, Business and Office Technology; Ed.S., West Georgia.

Henderson, Gail-Instructor, Cosmetology; A.S., Georgia State University.

House, Rick-Instructor, Industrial Electrical Technology; Diploma, Coosa Valley Technical Institute, A.A.T., Chattahoochee Technical Institute.

Hubbell, Stephanie-Instructor, Business and Office Technology, Curriculum Coordinator; B.B.A., Kennesaw State College.

Jenkins, Bart-Instructor, Machine Tool Technology; Diploma, Coosa Valley Technical Institute, A.S., Floyd College.

Jenkins, Trish-Instructor, Business and Office Technology; B.S., Tampa University, M.B.A., Florida Metropolitan University.

Kilgo, Lori-Instructor, Radiology; Diploma, Coosa Valley Technical Institute, A.A.S., Floyd College.

Kizziah, Pam-Instructor, Business and Office Technology; B.S., Berry College. Microsoft Office User Specialist Master.

Lamberth, Ricky-Instructor, Air Conditioning Technology and Advanced Air Conditioning Technology; A.A.T., Chattahoochee Technical College.

Layne, Mark-Instructor, Radiology; Diploma, Coosa Valley Technical Institute, A.A.S., Floyd College.

Lewis, Darice-Instructor, Computer Information Systems; B.S.B.A., Shorter College.

Linatoc, Dot-Instructor, Practical Nursing; Ed.S., Georgia State University.

Linn, Paul-Instructor, Advanced Drafting, B.S., Cornell University.

Mallory, Shirl-Instructor, Accounting; B.S., Shorter College.

McClellan, William Brian-Instructor, Computer Information Systems; A.A.S., Floyd College.

Meaders, Eric-Instructor/Clinical Coordinator DMS; Diploma, Ultrasound Diagnostic School Atlanta, Basic X-Ray Tech School Oakland, CA., B.S., NY State University.

Papp, LeAnn-Instructor, Respiratory Therapy and Psychology; M.S., Science Health/Wellness, California College of Health Science, Ed.S., Specialist in Ed. Occupational Studies, University of Georgia.

Parris, Rodney-Instructor, Automotive Technology; Diploma, Coosa Valley Technical Institute, Master Certification in Automobiles, Heavy Trucks, and Engine Machinist.

Payne, Laura-Instructor, Early Childhood Care/Ed.; M.Ed., Berry College.

Penrose, Leif-Instructor, Diagnostic Medical Sonography; R.T., B.A., Ottawa University Kansas City. R.T., R.,C.T., R.D.M.S.

Pharr, Frank-Instructor, Respiratory Therapist; Degree, Respiratory Therapy Technology; Diploma University of Alabama, Associate of Science, Psychology, Floyd College, B.S., Ed. University of Georgia.

Pressley, Linda-Instructor, Director of Radiologic Technology, B.S., Incarnate Word College, M.S., Southwest Texas State University, Ph.D.,(ABD) Texas A&M University.

Puckett, Kim-Instructor, Practical Nursing; A.S.N., Floyd College.

Robinson, Jerry-Instructor, Welding and Joining Technology; Diploma Coosa Valley Technical Institute.

Roberson, Jerry-Instructor, Electronics; A.A.S., Floyd College.

Roebuck, Daniel-Instructor, Business Education; B.S., Business Administration, Samford University.

Russell, Jim-Instructor, Drafting, Computer Assisted Drafting; Diploma, Walker Technical Institute.

Scoggin, Bill-Instructor, Automated Manufacturing; B.S., Southern College of Technology.

Silver, Jan-Instructor, Computer Information Systems, Microcomputer Specialist, Computer Applications; A.A., Floyd College, B.S. Organizational Management, Covenant College.

Smith, Lynn-Instructor, Carpentry.

Simmons, Nancy-Instructor, Adult Literacy; B.S., University of Georgia.

Stephens, Susan-Instructor, Cosmetology; Licensure: Master Cosmetologist and Manicurist.

Topping, Charles-Instructor, Computer Information Systems; B.S., Carolina State University

Vann, Cathy-Instructor, Business and Office Technology; B.S.M., Shorter College.

Vick, Ron-Instructor, Computer Information Systems; B.S., Freed-Hardeman College. CNA, A+.

Welch, April-Instructor, Business/Related; B.B.A., West Georgia College.

Williams, Barry-Instructor, Industrial Maintenance; A.S.T., Floyd College.

Williams, Laurie Ann-Instructor, B.A., English, Berry College.

Wilson, Barbara-Instructor, Cosmetology; A.S., Floyd College.

Wilson, Richard Allen-Instructor, B.S., Business Administration, Kennesaw State University.

Woods, Gina-Instructor, Developmental Studies; B.S., Urban Studies, Kennesaw State University.

Zebeau, Anna-Instructor, Practical Nursing; B.S.N., Jacksonville State University.

Part-time Faculty

- Ayers, William Kane**-Instructor, Business and Office Technology; Core; B.S., Berry College.
- Barnett, Priscilla**-Instructor, Core; B.A., Shorter College.
- Blair, Christy**-Instructor, Core; B.S., Jacksonville State University.
- Brookshire, Sandra**-Instructor, Computer Information Systems; A.A.S., Dalton College.
- Bruce, Nadine**-Instructor, English and Speech; M.S., University of Alabama.
- Clemones, Carla**-Instructor, Accounting; B.S., Berry College.
- Crumley, Lisa**-Instructor, Business; B.S. Ed., University of Georgia.
- Dawson, Debbie**-Instructor, Health Program; A.A.S., Floyd College.
- Diterman, Linda**-Instructor, Business and Office Technology; B.S., Illinois State.
- Flannery, Larry**-Instructor, Core; B.A., University of South Florida.
- Frost, Howard**-Instructor, Core; B.Ch.E., Cleveland State University.
- Hall, Frank**-Instructor, Core; M.Ed., West Georgia College.
- Hayes, Donald**-Instructor, Core; B.S., Shorter College.
- Hayes, Sue**-Instructor, Core; M.Ed., Jackson State University.
- Kleeman, Ruth**-Instructor, Early Childhood Care/Education; M.Ed., University of Georgia.
- Krusac, Bela Michael**-Instructor, Computer Information Systems; M.A., Andrews University.
- Lenderman, Benny**-Instructor, Business and Office Technology; M.Ed., West Georgia College.
- Little, Charles**-Instructor, Computer Information Systems; A.A.S., Floyd College.
- Lumpkin, Jackie**-Instructor, Computer Information Systems; A.B., Floyd College.
- Olney, Jeff**-Instructor, Computer Information Systems; B.S., Wisconsin.
- Parsons, Duane**-Instructor, Core; M.A., Virginia Tech Institute and University.
- Patel, Yogini**-Instructor, Computer Information Systems; B.S., India.
- Penn, Phebian**-Instructor, Computer Information Systems; B.B.A., Shorter College.
- Poarch, Shelly**-Instructor, Early Childhood Education; M.S., West Georgia.
- Rhodes, Margaret**-Instructor, Core; M.A., West Georgia.

Richardson, Bill-Instructor, Business and Office Technology; B.S., Berry College.

Smith, Andrew-Instructor, Computer Information Systems; B.S., University of Georgia.

Smith, Marsha-Instructor, Computer Information Systems; A.A.T., George Wallace State Community College.

Stone, Randall-Instructor, Computer Information Systems; B.B.A., Kennesaw State University.

Turner, Ronald-Instructor, Industrial Electrical; Kennesaw University.

Whitley, Kay-Instructor, Business and Office Technology; B.S., West Georgia.

Wilson, Allen-Instructor, Business; B.B.A., Kennesaw State University.



2001-2002 School Calendar

2001 - FALL QUARTER

- Oct 2 Late Registration
- Oct 4 Clases begin
- Nov 21 Faculty in-service (student holiday)
- Nov 22&23 Thanksgiving Holidays (school closed)
- Dec 3 Last day to withdraw with WP/WF
- Dec 5 *Last day to apply for a degree/diploma/certificate*
- Dec 17 Last day of fall classes
- Dec 18&19 Examination Days
- Dec 20-21 Faculty in-service (student holidays)
- Dec 24-28 Holidays (school closed)
- Dec 31 Faculty in-service (student holidays)

2002 - WINTER QUARTER

- Jan 3 Late Registration
- Jan 7 Clases begin
- Jan 21 Holidays (school closed)
- Mar 5 Last day to withdraw with WP/WF
- Mar 7 *Last day to apply for a degree/diploma/certificate*
- Mar 19 Last day of classes
- Mar 20&21 Examination Days
- Mar 21 Commencement Exercises
- Mar 22-29 Faculty in-service (student holidays)
- Apr 1-2 Faculty in-service (student holidays)

2002 - SPRING QUARTER

- Apr 1 Late Registration
- Apr 3 Clases begin
- May 16 Student Activity Day - JOB EXPO
- May 27 Memorial Day (school closed)
- May 29 Last day to withdraw with WP/WF
- May 31 *Last day to apply for a degree/diploma/certificate*
- June 12 Last day of fall classes
- June 13&14 Examination Days
- June 17-28 Faculty in-service (student holidays)

Evening Students: Consult your advisor for evening program dates as they may vary from those shown above.

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

