

# The CATALOG

*... and handbook for new students*

1996-98

**Admissions,  
Course Outlines  
and Financial Aid for  
Credit Programs at**

***Coosa Valley***  
Technical Institute



Diploma Programs

Certificate Programs

Associate Degree Options

1995-1996  
Calendar in back

Welcome to the 1996-98 *Catalog for new students.*

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 Institute.

New and familiar faces appear on our campus each year as individuals take on their serious task of pursuing career education. I want to personally welcome you, one of many students who make up our student body, to our campus. I hope that I may have the pleasure of meeting you during your studies.

While on our campus, 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 Institute 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 institute's 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 Institute 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

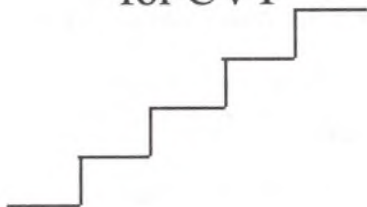
Dr. Ronald A. Swanson  
President  
Coosa Valley Technical Institute

<b>Contents</b>	<b>Page</b>
Admissions	3
Admissions Policy • Admissions Requirements • Admissions Procedures • Transfer To CVT • Advanced Placement • Admissions Appeal • Postsecondary Option • Tech Prep • VA Requirements.	
Class Schedules	5
Advisement • Late Registration • Schedule Changes • Abandoning Course Policy • Dropping Classes • Withdrawal Policy • In-School Program Transfers.	
School Expenses	7
Tuition and Fees • Insurance • Refund Policy.	
Coosa Valley Tech	8
Our Mission • Our Vision • Philosophy and Purpose • History.	
Diploma Programs	9
Course outlines for credit programs awarding a diploma.	
Associate Degree Option	26
The joint enrollment/associate degree option with Floyd College.	
Technical Certificate Programs	26
Course outlines for credit programs awarding a certificate.	
Academic Information	28
The Grading System • Academic Status • Work Ethics Grades • Calculating Academic Progress • H.S. Diploma/GED Graduation Policy • Attendance Policy • Training Continuance Policy.	
Student Conduct - <i>Rules and Regulations</i>	31
Conduct Irregularity • Drugs • Gender Harassment • Discrimination Complaints • Disciplinary Appeal.	
General Information	33
Student Activities • Commencement Exercises • Student Safety • Student Records: The Privacy Act.	
Equal Opportunity	35
Non-discrimination Policy • Designated School Officials.	
Grievance Procedure	35
How students and faculty should report and resolve complaints.	
Financial Aid	36
Financial aid qualification • Sources of Financial Aid.	
School Calendar and Accreditation	Inside back cover

### Telephone Directory

<b>Switchboard</b>	(706) 295-6963
Toll Free	1-800-693-8190
<i>Switchboard calls: 8:00 am to 9:00 pm - M-Th. and 8:00 am to 4:00 pm Friday</i>	
<b>Admissions Information:</b>	
Diploma Programs	(706) 295-6702
Continuing Education	(706) 295-6957
Adult Education/GED	(706) 295-6973
<b>Other Information:</b>	
Financial Aid	(706) 295-6942
JTPA Programs	(706) 295-6941

# Take the First Step Towards Paying for CVT



• **Step One:**

Contact the financial aid officer at Coosa Valley Tech and complete a *Free Application for Federal Aid*. This form is used to determine eligibility for the Pell Grant and HOPE Grant programs. If you are a resident of Georgia, you will qualify for one or both of these sources of financial aid.

• **Step Two:**

If you need help after reading the instructions or don't understand a question in the booklet or our direction sheet, call our help line at 295-6942. If you need to visit the office, try to arrange your appointment between 9 am and 2 pm, Monday through Friday. Be sure to bring a copy of your latest income tax return.

• **Step Three:**

Four to six weeks after you mail the application you will receive some documents [*your Student Aid Report (SAR)*]. Regardless of the eligibility result, bring all pages of your SAR to our office as soon as possible. If there is an error on your SAR, let us see it before you send it back to be reprocessed.

**Student Development Services  
Office of Financial Aid**

706-295-6942

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**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.

**EQUAL OPPORTUNITY**

Coosa Valley Tech does not discriminate against any eligible applicant on the basis of race, color, sex, religion, national origin, disability, religion, 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.

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## Enrollment categories and credentials awarded for diploma and certificate programs

**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.

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## ADMISSIONS

### *Admissions Policy*

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With the exception of medical programs, 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*

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**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 Institute until they have first earned a high school diploma or GED certificate. GED preparation is available at Coosa Valley Tech.

**Testing** - 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 diploma or technical certificate program, report to the Administrative building for testing and completion of application materials.  
For test dates/times, call 295-6702 before 4:00 p.m.
2. A nonrefundable \$15.00 application fee is due when an applicant is accepted.

NOTE Application to health occupations programs requires completion of a health application packet. This packet may be obtained from the Office of Student Services after testing.

## 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 Institute following a review of an official transcript and/or performance testing by a member of the Coosa Valley Technical Institute faculty.

## Admissions Appeal

Applicants who feel that they were unjustly denied admission to Coosa Valley Tech may appeal to the VP of Student Services/Instruction. See: Grievance Procedure in this publication.

## Postsecondary Options Program

High school seniors may attend Coosa Valley Technical Institute 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 Institute 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 CVT, 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 CVT program requirements. One Carnegie unit equates to 7.5 quarter hours of work at Coosa Valley Tech.

## Tech Prep Program

Coosa Valley Tech has agreements with many area high schools that allow their graduates to receive credit at CVT for certain courses completed at the high school level.

To receive tech prep credit at CVT, the student must meet CVT's admissions requirements and have properly completed a 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 Institute. 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 Institute, recipients of VA benefits must comply with the school's attendance regulations and report any schedule changes to CVT's Veterans Assistance Officer. Such changes include:
  - a. Dropping or adding subjects.
  - b. Transferring from full- 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.

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## **CLASS SCHEDULES - *Rules and Regulations***

### ***Advisement***

An advisement program is conducted for new students each quarter. Refer to the school calendar inside the back cover for advisement/new student registration dates.

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***

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During the first three days of day classes and the first week of evening 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 Instructional 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 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.

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*. The official withdrawal form 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 CVT 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 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 Institute charges the following tuition and fees, payable quarterly:

<b>Registration</b>	\$5	a quarter for diploma and/or technical certificate classes.
<b>Activity Fee:</b>	\$15	a quarter for 12 or more hours;
	\$7.50	a quarter for less than 12 hours.
<b>Late Fee:</b>	\$10	assessed to all schedule students after the last registration date.
<b>Tuition:</b>	\$252	for full-time which is 12 quarter hours or more. <i>Less than full-time \$21 per quarter hour.</i>
<b>Graduation:</b>	\$20	accompanies your application for graduation form.

**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 CVT. **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**

**Refunds** - All tuition and fees, excluding registration and application, 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 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.

**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 Institute contributes to the economic and workforce development of Floyd, Gordon, and Polk counties by providing quality adult literacy education; technical education at the certificate, diploma and associate degree levels; continuing education; and customized business and industry training.

## **Our Vision**

Coosa Valley Technical Institute will be a nationally recognized technical institute. We will be the school of choice for adults in Floyd, Gordon, and Polk counties 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.
- A 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.
- A Continuous Improvement System which ensures a focus on quality in all areas of our institute.

## **Philosophy and Purpose**

Coosa Valley Tech 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 Institute 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 Institute 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 Institute 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.

## *Diploma Programs*

### ACCOUNTING

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ENG 111 Business English	5
MAT 111 Business Math	5
BUS 101 Keyboarding/Typewriting	5
ACC 101 Principles of Accounting I	5
<b>Second Quarter</b>	
PSY 100 Interpersonal Relations	3
BUS 104 Microcomputer Fundamentals	5
BUS 102 Intermediate Typewriting <i>or</i> BUS 108 Word Processing (5)	5
ACC 102 Principles of Accounting II	5
<b>Third Quarter</b>	
ENG 112 Business Communications	5
ACC 103 Principles of Accounting III	5
ACC 104 Computerized Accounting	3
ACC 105 Accounting Database Fundamentals	3
ACC 106 Accounting Spreadsheet Fundamentals	3
<b>Fourth Quarter</b>	
ACC 107 Full-time Accounting Internship	12
<i>or</i> ACC 108 Half-time Accounting Internship (6)	(6)
<i>and</i> Occupationally Related Electives (6)	(6)
<i>or</i> Occupationally Related Electives (12)	(12)
<b>Credits required for graduation:</b>	<b>69</b>

### AIR CONDITIONING TECHNOLOGY

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ACT 100 Refrigeration Fundamentals	4
ACT 101 Principles & Practices of Refrigeration	7
ACT 102 Refrigeration Systems Components	7
MAT 101 General Mathematics	5
<b>Second Quarter</b>	
ACT 103 Electrical Fundamentals	8
ACT 104 Electric Motors	3
ACT 105 Electrical Components	5
ACT 106 Electric Control Systems & Installation	4
<b>Third Quarter</b>	
ACT 107 Air Conditioning Principles	6
ACT 108 Air Conditioning Systems & Installation	3
ACT 109 Troubleshooting Air Conditioning Systems	7
ENG 101 English	5
<b>Fourth Quarter</b>	
ACT 110 Gas Heating Systems	5
ACT 111 Electric Heating Systems	3
ACT 112 Heat Pumps	3
PSY 100 Interpersonal Relations	3
<i>and</i> Technical or Related Electives	5
<b>Credits required for graduation:</b>	<b>83</b>

## AUTO COLLISION REPAIR TECHNOLOGY

### *Major Collision Repair*

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

	Credit	Hrs
<b>First Quarter</b>		
ENG 101 English		5
MAT 101 General Mathematics		5
PSY 100 Interpersonal Relations		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
<b>Second Quarter</b>		
ACR 106 Welding and Cutting		3
ACR 107 Trim, Accessories, and Glass		2
ACR 109 Damage Identification and Assessment		3
ACR 110 Minor Collision Repair		2
ACR 120 Conventional Frame Repair		2
ACR 121 Unibody Identification/Damage Analysis		2
<b>Third Quarter</b>		
ACR 122 Unibody Measuring and Fixturing Systems		2
ACR 123 Unibody Straightening Systems/Techniques		4
ACR 124 Unibody Welding Techniques		3
ACR 125 Unibody Structural Panel Repair/Replace		4
<b>Fourth Quarter</b>		
ACR 126 Conventional Body Structural Panel Repair		2
ACR 127 Unibody Suspension and Steering Systems		1
ACR 128 Bolt-on Body Panel Removal/Replacement		3
<i>and</i> Occupationally Related Electives		8
<b>Credits required for graduation:</b>		<b>64</b>

## AUTO COLLISION REPAIR TECHNOLOGY

### *Paint and Refinishing Specialization*

	Credit	Hrs
<b>First Quarter</b>		
ENG 101 English		5
MAT 101 General Mathematics		5
PSY 100 Interpersonal Relations		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
<b>Second Quarter</b>		
ACR 106 Welding and Cutting		3
ACR 107 Trim, Accessories, and Glass		2
ACR 109 Damage Identification and Assessment		3
ACR 110 Minor Collision Repair		2
ACR 130 Sanding, Priming, and Paint Preparation		4
ACR 131 Acrylic Lacquer Refinishing Application		3
<b>Third Quarter</b>		
ACR 132 Special Refinishing Application		4
ACR 133 Acrylic Enamels Refinishing Application		6
<b>Fourth Quarter</b>		
ACR 134 Urethane Enamels Refinishing Application		6

ACR 135 Tint and Match Colors	6
<i>and</i> Occupationally Related Electives	2
<b>Credits required for graduation</b>	<b>64</b>

### AUTOMOTIVE TECHNOLOGY

This program leads to a diploma and can be completed in seven quarters by a full-time student. Day classes are offered. New students are admitted quarterly. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hours</b>
AUT 100 Introduction to Automotive Technology	3
AUT 106 Introduction to Automotive Electrical Systems	5
AUT 107 Starting and Charging Systems	4
AUT 109 Electrical/Electronic Instrumentation	6
<b>Second Quarter</b>	
AUT 108 Ignition Systems	6
AUT 111 Fuel and Exhaust Systems	5
AUT 112 Emissions Control Systems	5
<b>Third Quarter</b>	
AUT 102 Brake Systems	6
AUT 113 Anti-Lock Brake Systems	3
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
<b>Fourth Quarter</b>	
AUT 103 Suspension and Steering	4
AUT 114 Front and Rear Suspension	5
AUT 115 Four-Wheel Alignment	5
ENG 101 English	5
<b>Fifth Quarter</b>	
AUT 105 Clutch Diagnosis and Repair	3
AUT 203 Manual Transmission/Transaxle	5
AUT 204 Drivelines	4
AUT 205 Four-Wheel Drive Components	4
<b>Sixth Quarter</b>	
AUT 104 Automatic Transmissions/Transaxle I	3
AUT 202 Automatic Transmission/Transaxle II	7
AUT 207 Automatic Transmission/Transaxle III	7
<b>Seventh Quarter</b>	
AUT 101 Engine Diagnosis I	6
AUT 110 Engine Diagnosis II	5
AUT 206 Heating and Air Conditioning Systems	6
<b>Eighth Quarter</b>	
AUT 208 Automotive Tech Internship	10
<i>or:</i> AUT 150 Emerging Technologies in Automotives	(3)
AUT 250 Advanced Automotive Electronic System	(4)
AUT 252 Computer Controlled Automatic Transmission	(3)
<b>Credits required for graduation:</b>	<b>130</b>

### BUSINESS AND OFFICE TECHNOLOGY

This program leads to a diploma and can be completed in five quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ENG 111 Business English	5

MAT 111	Business Math	5
PSY 100	Interpersonal Relations	3
BUS 101	Keyboarding/Typewriting	5
BUS 211	Medical Terminology	4
<b>Second Quarter</b>		
ENG 112	Business Communications	5
BUS 104	Microcomputer Fundamentals	5
BUS 108	Word Processing	5
BUS 212	Anatomy and Terminology	5
<b>Third Quarter</b>		
BUS 102	Intermediate Typewriting	5
BUS 106	Office Procedures	4
BUS 213	Medical Transcription I	3
ACC 101	Principles of Accounting (for BUS 208 Office Accounting)	5
<b>Fourth Quarter</b>		
BUS 103	Advanced Typewriting	5
BUS 201	Advanced Word Processing	3
BUS 214	Medical Transcription II	3
<b>Fifth Quarter</b>		
BUS 215	Medical Secretary Internship	12
<i>and</i>	Occupationally Related Electives	6
<i>or</i>	BUS 225 Office Simulation (8)	
<i>and</i>	Related Electives (10)	
<b>Credits required for graduation:</b>		<b>88</b>

### CARPENTRY

This program leads to a diploma and can be completed in five quarters by a full-time student. 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 from the following curriculum outline.*

		<b>Credit Hrs</b>
<b>First Quarter</b>		
ENG 100	English	5
MAT 101	General Mathematics	5
CAR 101	Safe Use of Hand and Power Tools	5
CAR 103	Materials	5
CAR 105	Print Reading	5
<b>Second Quarter</b>		
CAR 107	Site Layout, Footings, and Foundations	4
CAR 110	Floor Framing	3
CAR 111	Wall Framing	3
CAR 112	Ceiling and Roof Framing	6
<b>Third Quarter</b>		
PSY 100	Interpersonal Relations	3
CAR 114	Roof Covering	1
CAR 115	Insulation, Interior Wall and Ceiling Coverings	4
CAR 118	Exterior Finishes and Trim	5
CAR 121	Cornice and Soffit	1
CAR 126	Stairs	3
<b>Fourth Quarter</b>		
CAR 117	Interior Trim	2
CAR 123	Finish Floors	3
CAR 125	Interior Doors	2
CAB 101	Cabinet Design and Layout ( or elective)	2
CAB 102	Cabinet Assembly I ( or elective)	5
<b>Credits required for graduation:</b>		<b>72</b>

## COMPUTER PROGRAMMING

This program leads to a diploma and can be completed in five quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ENG 111 Business English	5
ACC 101 Principles of Accounting I	5
CIS 101 Keyboarding	3
CIS 102 Introduction to Computers	6
<b>Second Quarter</b>	
ENG 112 Business Communications	5
ACC 102 Principles of Accounting II	5
CIS 105 Program Design and Development	5
CIS 123 Microcomputer Productivity Tools *	8
<b>Third Quarter</b>	
MAT 111 Business Math	5
CIS 103 Operating Systems Concepts	4
CIS 113 COBOL I	8
CIS 114 COBOL II	8
<b>Fourth Quarter</b>	
CIS 214 Database Management	6
CIS 250 RPG Programming I *	8
CIS 251 RPG Programming II *	8
<b>Fifth Quarter</b>	
PSY 100 Interpersonal Relations	3
CIS 112 Systems Analysis and Design	4
CIS 124 Microcomputer Database Programming **	8
CIS 253 Visual BASIC *	8

**Credits required for graduation: Minimum of 111**

\* Other courses may be substituted from a list of suggested program electives

\*\* Other courses may be substituted from a list of suggested related electives

## COSMETOLOGY

This program leads to a diploma and can be completed in four quarters by a full-time student. Day classes are offered. New students are admitted quarterly. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
COS 100 Introduction to Cosmetology Theory	5
COS 101 Introduction to Permanent Waving/Relaxing	2
COS 102 Introduction to Hair Color	4
COS 103 Introduction to Skin, Scalp, and Hair	2
COS 104 Introduction to Manicuring & Pedicuring	1
COS 105 Introduction to Shampooing & Styling	3
COS 106 Introduction to Haircutting	2
MAT 100 Basic Mathematics	3
<b>Second Quarter</b>	
COS 107 Haircutting Techniques	2
COS 108 Permanent Waving and Relaxing	3
COS 109 Hair Color	2
COS 110 Skin, Scalp, and Hair	2
COS 111 Styling	3
COS 112 Manicuring and Pedicuring	1
ENG 101 English	5
<b>Third Quarter</b>	
COS 113 Practicum I	4

COS 114	Practicum II	5
PSY 100	Interpersonal Relations	3
<b>Fourth Quarter</b>		
COS 115	Practicum/Internship I	4
COS 116	Practicum/Internship II	5
COS 117	Salon Management	4
DIS 150	Directed Individual Study	3
<b>Credits required for graduation:</b>		<b>68</b>

### DRAFTING

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>		<b>Credit Hrs</b>
CMP 101	Introduction to Microcomputers	3
ENG 101	English	5
MAT 103	Algebraic Concepts	5
PSY 100	Interpersonal Relations	3
DDF 101	Introduction to Drafting	6
<b>Second Quarter</b>		
MAT 104	Geometry and Trigonometry	5
DDF 102	Size and Shape Description I	5
DDF 103	Size and Shape Description II	5
DDF 105	Auxiliary Views	3
<b>Third Quarter</b>		
DDF 104	Pictorial Drawing	3
DDF 106	Fasteners	3
DDF 107	Introduction to CAD	5
DDF 108	Intersections and Development	5
<b>Fourth Quarter</b>		
DDF 109	Assembly Drawings I	5
DDF 110	Assembly Drawings II	5
<i>and</i>	Related Electives (DDS 202 Advanced CAD, 6 Hrs is suggested)	3
<b>Credits required for graduation:</b>		<b>69</b>

*Note:* These courses may substitute for DDF 109 and DDF 110

DDS 205	Residential Architectural Drawing I	6
DDS 208	Residential Architectural Drawing II	6

### ADVANCED DRAFTING

#### *Architectural Specialization*

Completion of the 69 credit hour Drafting program *and the following:*

<b>Required Courses</b>	<b>Credit Hrs</b>	
DDS 201	Strength of Materials	5
DDS 203	Surveying I	3
DDS 204	Estimating	3
DDS 205	Residential Architectural Drawing I	6
DDS 208	Residential Architectural Drawing II	6
DDS 209	Structural Steel Detailing	6
DDS 210	Commercial Architectural Drawing I	6
<i>and</i>	Related Elective	6
<b>Credits required for graduation:</b>		<b>110</b>



## ADVANCED DRAFTING

### *Civil Specialization*

Completion of the 69 credit hour Drafting program *and the following:*

<b>Required Courses</b>	<b>Credit Hrs</b>
DDS 203 Surveying I	3
DDS 215 Legal Principles of Surveying	5
DDS 216 Surveying II	7
DDS 217 Civil Drafting I	5
DDS 218 Civil Drafting II	6
DDS 219 Route Location & Design	7
ENG 102 Technical Writing	5
<i>and</i> Related Elective	3
<b>Credits required for graduation:</b>	<b>110</b>

## ADVANCED DRAFTING

### *Mechanical Specialization*

Completion of the 69 credit hour Drafting program *and the following:*

<b>Required Courses</b>	<b>Credit Hrs</b>
DDS 201 Strength of Materials	5
DDS 226 Manufacturing Processes	4
DDS 229 Gears and Cams	6
DDS 230 Mechanisms I	7
DDS 232 Mechanical Power Transmission	6
DDS 239 Advanced Drafting Practicum	4
ENG 102 Technical Writing	5
<i>and</i> Related Elective	4
<b>Credits required for graduation:</b>	<b>110</b>

## ELECTRONICS FUNDAMENTALS

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ENG 101 English	5
MAT 103 Algebraic Concepts	5
PSY 100 Interpersonal Relations	3
<b>Second Quarter</b>	
MAT 104 Geometry & Trigonometry <i>or</i> MAT 105 Trigonometry	5
ELC 104 Soldering Technology I	2
ELC 106 Direct Current Circuits I	4
ELC 108 Direct Current Circuits II	4
ELC 111 Electronics Microcomputer Applications I	3
<b>Third Quarter</b>	
ELC 109 Alternating Current I	4
ELC 110 Alternating Current II	4
ELC 114 Solid State Devices I	4
ELC 118 Digital Electronics I	4
<b>Fourth Quarter</b>	
ELC 115 Solid State Devices II	4
ELC 117 Linear Integrated Circuits	4
ELC 119 Digital Electronics II	4
ELC 120 Microprocessor I	4
ELC 125 Solid State Devices III	4
<b>Credits required for graduation:</b>	<b>67</b>

## ELECTRONICS TECHNOLOGY

This program leads to a diploma and can be completed in six quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ENG 101 English	5
MAT 103 Algebraic Concepts	5
ELC 104 Soldering Technology I	2
ELC 111 Electronics Microcomputer Applications I	3
<b>Second Quarter</b>	
MAT 104 Geometry & Trigonometry <i>or</i> MAT 105 Trigonometry	5
ELC 106 Direct Current Circuits I	4
ELC 108 Direct Current Circuits II	4
PSY 100 Interpersonal Relations	3
<b>Third Quarter</b>	
ELC 109 Alternating Current I	4
ELC 110 Alternating Current II	4
ELC 114 Solid State Devices I	4
ELC 118 Digital Electronics I	4
<b>Fourth Quarter</b>	
ELC 115 Solid State Devices II	4
ELC 117 Linear Integrated Circuits	4
ELC 119 Digital Electronics II	4
ELC 120 Microprocessor I	4
ELC 125 Solid State Devices III	4
<b>Fifth Quarter</b>	
BET 101 Customer Relations for Electronic Equip. Servicing	3
ELC 121 Microprocessor II	4
ELC 122 Microprocessor Interfacing	4
ELC 123 Communications Electronics Survey	4
ELC 124 Industrial Electronics Survey	4
<b>Sixth Quarter</b>	
<i>and</i> Technical or Related Electives	21
<b>Credits required for graduation:</b>	<b>107</b>

## INDUSTRIAL ELECTRICAL TECHNOLOGY

This program leads to a diploma and can be completed in five quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ENG 101 English	5
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
ELT 101 Safety	2
ELT 102 Electricity Principles	9
<b>Second Quarter</b>	
ELT 103 Residential Wiring I	4
ELT 104 Residential Wiring II	4
ELT 105 Residential Wiring III	3
ELT 106 Electrical Prints, Schematics, Symbols	3
ELT 117A National Electrical Code Industrial Applications (part A)	2
<b>Third Quarter</b>	
ELT 107 Commercial Wiring I	4
ELT 108 Commercial Wiring II	4
ELT 109 Commercial Wiring III	4

ELT 116A	Transformers (part A)	2
ELT 117B	National Electrical Code Industrial Applications (part B)	2
<b>Fourth Quarter</b>		
ELT 111	Single Phase and Three Phase Motors	5
ELT 112	Variable Speed Controls	7
ELT 116B	Transformers (part B)	2
ELT 118	Electrical Controls	7
<b>Fifth Quarter</b>		
ELT 113	Programmable Logic Control I	4
ELT 114	Programmable Logic Control II	2
ELT 115	Diagnostic Trouble Shooting	2
CMP 101	Introduction to Microcomputers (required elective credit)	3
<b>Credits required for graduation:</b>		<b>88</b>

## INDUSTRIAL MAINTENANCE

### *Electrical Specialization*

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>		<b>Credit Hrs</b>
MAT 103	Algebraic Concepts	5
CMP 101	Introduction to Microcomputers	3
ELC 106	Direct Current Circuits I	4
ELC 109	Alternating Current I	4
ELC 110	Alternating Current II	4
<b>Second Quarter</b>		
ENG 101	English	5
IMT 101	Industrial Maintenance Safety Procedures	2
IMT 129	Industrial Wiring I	5
IMT 130	Industrial Wiring II	5
<b>Third Quarter</b>		
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
<b>Fourth Quarter</b>		
PSY 100	Interpersonal Relations	3
ELT 113	Programmable Logic Controls I	4
ELT 114	Programmable Logic Controls II	2
IMT 126	PLC Practicum	4
<i>or IMT 127 Industrial Maintenance Internship (4)</i>		
IMT 132	Industrial Maintenance Electrical Review	3
<i>and</i> Technical or Tech. Related Electives		4
<b>Credits Required for Graduation:</b>		<b>79</b>

## INDUSTRIAL MAINTENANCE

### *Mechanical Specialization*

<b>First Quarter</b>		<b>Credit Hrs</b>
MAT 103	Algebraic Concepts	5
CMP 101	Introduction to Microcomputers	3
ELC 106	Direct Current Circuits I	4
IMT 101	Industrial Maintenance Safety Procedures	2
IMT 108	Industrial Mechanics I	7

<b>Second Quarter</b>		
ELC 109	Alternating Current I	7
ELC 110	Alternating Current II	4
IMT 110	Industrial Mechanics II	6
IMT 113	Industrial Hydraulics	8
<b>Third Quarter</b>		
ENG 101	English	5
ACT 100	Refrigeration Fundamentals	4
WLD 133	Metal Welding & Cutting Techniques	3
IMT 115	Pneumatics I	4
IMT 128	Pumps and Piping Systems	2
<b>Fourth Quarter</b>		
MCH 109	Lathe Operations I	7
IMT 133	Industrial Maintenance Mechanical Review	3
PSY 100	Interpersonal Relations	3
<i>and</i>	Technical or Tech. Related Electives	5
	<b>Credits Required for Graduation:</b>	<b>79</b>

## INFORMATION AND OFFICE TECHNOLOGY

### *Information Processing Specialist*

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>		<b>Credit Hrs</b>
BUS 101	Keyboarding/Typewriting	5
ENG 111	Business English	5
MAT 111	Business Math	5
PSY 100	Interpersonal Relations	3
<b>Second Quarter</b>		
BUS 104	Microcomputer Fundamentals	5
BUS 108	Word Processing	5
ENG 112	Business Communications	5
<b>Third Quarter</b>		
BUS 102	Intermediate Typewriting	5
BUS 105	Database Fundamentals	3
BUS 201	Advanced Word Processing	3
BUS 202	Spreadsheet Fundamentals	3
<i>and</i>	Occupationally Related Electives	5
<b>Fourth Quarter</b>		
BUS 103	Advanced Typewriting	5
BUS 107	Machine Transcription	3
BUS 106	Office Procedures	4
BUS 204	Info Processing Specialist Internship or Extra Electives	6
	<b>Credits required for graduation:</b>	<b>70</b>

## INFORMATION AND OFFICE TECHNOLOGY

### *Secretary Specialization*

<b>First Quarter</b>		<b>Credit Hrs</b>
BUS 101	Keyboarding/Typewriting	5
MAT 111	Business Math	5
ENG 111	Business English	5
PSY 100	Interpersonal Relations	3

**Second Quarter**

BUS 104	Microcomputer Fundamentals	5
BUS 108	Word Processing	5
ENG 112	Business Communications	5

**Third Quarter**

BUS 102	Intermediate Typewriting	5
BUS 201	Advanced Word Processing	3
ACC 101	Prin of Accounting I (or BUS 208 Office Accounting)	5
<i>and</i>	Occupationally Related Electives	6

**Fourth Quarter**

BUS 106	Office Procedures	4
BUS 107	Machine Transcription	3
BUS 103	Advanced Typewriting	5
BUS 221	Secretary Internship or Extra Electives	6
	<b>Credits required for graduation:</b>	<b>70</b>

**MACHINE TOOL TECHNOLOGY**

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

**First Quarter**

		<b>Credit Hrs</b>
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
PSY 100	Interpersonal Relations	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
<i>and</i>	Electives	5
	<b>Credits required for graduation:</b>	<b>85</b>

**ADVANCED MACHINE TOOL TECHNOLOGY***Advanced General Machinist Specialization*

Completion of the 85 credit hour Machine Tool program *and* the following:

<b>Required Courses</b>	<b>Credit Hrs</b>	
MCA 201	Advanced Milling I	5
MCA 203	Advanced Milling II	5
MCA 205	Advanced Lathe Operations I	5
MCA 207	Advanced Lathe Operations II	5
MCA 208	Advanced Grinding I	3
MCA 209	Advanced Grinding II	3
<i>and</i>	Electives	12
	<b>Total credits required for graduation:</b>	<b>123</b>

## ADVANCED MACHINE TOOL TECHNOLOGY

### *Computer Numerical Control Specialization*

Completion of the 85 credit hour Machine Tool program *and the following:*

<b>Required Courses</b>	<b>Credit Hrs</b>
MCA 211 CNC Fundamentals	7
MCA 213 CNC Mill Manual Programming	6
MCA 215 CNC Lathe Manual Programming	6
MCA 217 CNC Practical Applications	6
MCA 219 CAD/CAM Programming	6
<i>and</i> Electives	7
<b>Total credits required for graduation:</b>	<b>123</b>

## ADVANCED MACHINE TOOL TECHNOLOGY

### *Tool & Die Specialization*

Completion of the 85 credit hour Machine Tool Technology program *and the following:*

<b>Required Courses</b>	<b>Credit Hrs</b>
MCA 220 Die Design I	6
MCA 221 Die Construction I	3
MCA 223 Die Design II	6
MCA 224 Die Construction II	3
MCA 226 Machining Math III	5
MCA 228 Characteristics of Metal/Heat Treat. II	4
<i>and</i> Electives	11
<b>Total credits required for graduation:</b>	<b>123</b>

## MARKETING MANAGEMENT

### *Marketing Administration Specialization*

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
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
CMP 101 Introduction to Microcomputers	3
<b>Second Quarter</b>	
ENG 112 Business Communications	5
MAT 111 Business Math	5
MKT 101 Principles of Management	5
MKT 107 Buying	5
<b>Third Quarter</b>	
MKT 104 Principles of Economics	5
MKT 108 Advertising	4
MKT 110 Entrepreneurship	8
ACT 101 Principles of Accounting I	5
<b>Fourth Quarter</b>	
PSY 100 Interpersonal Relations	3
MKT 130 Marketing Admin. Occupationally-Based Instruction I	3
MKT 131 Marketing Admin. Occupationally-Based Instruction II	3
<i>and</i> Occupationally Related Electives	10
<b>Credits required for graduation:</b>	<b>88</b>

**MARKETING MANAGEMENT**  
*Retail Management Specialization*

<b>First Quarter</b>	<b>Credit Hrs</b>
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
CMP 101 Introduction to Microcomputers	3
<b>Second Quarter</b>	
ENG 112 Business Communications	5
MAT 111 Business Math	5
MKT 101 Principles of Management	5
MKT 107 Buying	5
<b>Third Quarter</b>	
MKT 104 Principles of Economics	5
MKT 108 Advertising	4
ACT 101 Principles of Accounting I	5
<i>and</i> Occupationally Related Electives	13
<b>Fourth Quarter</b>	
PSY 100 Interpersonal Relations	3
MKT 125 Retail Operations Management	5
MKT 136 Retail Management Occupationally-Based Instruction I	3
MKT 137 Retail Management Occupationally-Based Instruction II	3
<b>Credits required for graduation:</b>	<b>88</b>

**MEDICAL ASSISTING**

This program leads to a diploma and can be completed in four quarters by a full-time student. A day class schedule is offered. New students are admitted in fall quarter. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

<b>First Quarter</b>	<b>Credit Hrs</b>
ENG 101 English	5
MAT 101 General Mathematics	5
AHS 101 Anatomy and Physiology	5
AHS 109 Medical Terminology for Allied Health	3
MAS 101 Medical Law and Ethics	2
BUS 101 Keyboarding/Typewriting	5
<b>Second Quarter</b>	
BUS 106 Office Procedures	4
MAS 103 Pharmacology (prerequisite: MAT 101)	5
MAS 104 Medical Administrative Procedures I (prerequisite: AHS 101)	3
MAS 108 Medical Assisting Skills I	5
MAS 112 Human Diseases	5
<b>Third Quarter</b>	
MAS 105 Medical Administrative Procedures II	5
MAS 109 Medical Assisting Skills II	5
MAS 113 Maternal and Child Care	5
PSY 101 Psychology	5
<b>Fourth Quarter</b>	
MAS 117 Medical Assisting Externship	6
MAS 118 Medical Assisting Seminar	4
BUS 104 Microcomputer Fundamentals (suggested elective credit)	5
<b>Credits required for graduation:</b>	<b>82</b>

### MICROCOMPUTER SPECIALIST

This program leads to a diploma and can be completed in five quarters by a full-time student. 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 from the following curriculum outline.*

	<b>Credit</b>	<b>Hrs</b>
<b>First Quarter</b>		
ENG 111 Business English	5	
ACC 101 Principles of Accounting I	5	
CIS 101 Keyboarding	3	
CIS 102 Introduction to Computers	6	
<b>Second Quarter</b>		
ENG 112 Business Communications	5	
ACC 102 Principles of Accounting II	5	
CIS 105 Program Design and Development	5	
CIS 123 Microcomputer Productivity Tools	8	
<b>Third Quarter</b>		
MAT 111 Business Math	5	
PSY 100 Interpersonal Relations	3	
CIS 103 Operating Systems Concepts	4	
CIS 112 System Design and Analysis (suggested CIS elective)	4	
CIS 124 Microcomputer Database Programming	8	
<b>Fourth Quarter</b>		
CIS 122 Microcomputer Installation/Maintenance	3	
CIS 125 Advanced Microcomputer Productivity Tools	8	
<i>and</i> Related elective (advisor approved)	5	
<b>Fifth Quarter</b>		
CIS 253 Visual BASIC (suggested language elective)	8	
<i>and</i> Related electives (advisor approved)	8	
<b>Credits required for graduation:</b>	<b>98</b>	

### PARAMEDIC TECHNOLOGY

This program leads to a diploma and can be completed in four quarters by a full-time student. A day class schedule is offered. New students are admitted quarterly. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

	<b>Credit</b>	<b>Hrs</b>
<b>First Quarter</b>		
EMS 103 Introduction to the Paramedic Profession	5	
EMS 105 Fluids, Electrolytes and Shock	2	
EMS 106 General Pharmacology	2	
MAT 100 Basic Math	3	
<b>Second Quarter</b>		
EMS 107 Respiratory Function and Management	4	
EMS 108 Cardiology	9	
EMS 118A Clinical Applications of Advanced Emergency Care	3	
<b>Third Quarter</b>		
EMS 109 Trauma	5	
EMS 111 Medical Emergencies I	3	
EMS 112 Medical Emergencies II	3	
EMS 113 Obstetrics/Gynecology	1	
EMS 118B Clinical Applications of Advanced Emergency Care	3	
<b>Fourth Quarter</b>		
ENG 101 English	5	
EMS 114 Pediatrics	2	
EMS 116 Behavioral Emergencies	1	
EMS 118C Clinical Applications of Advanced Emergency Care	6	
<i>and</i> Occupational electives	3	
<b>Credits required for graduation:</b>	<b>58</b>	



## PRACTICAL NURSING

This program leads to a diploma and can be completed in five quarters by a full-time student. A day class schedule is offered. New students are admitted quarterly. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

<b>First Quarter</b>		<b>Credit Hrs</b>
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 101	Psychology	5
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology (required elective credit)	3
<b>Second Quarter</b>		
AHS 102	Drug Calculation and Administration	3
AHS 103	Nutrition and Diet Therapy	2
NSG 111	Nursing Fundamentals	13
<b>Third Quarter</b>		
NPT 112	Medical-Surgical Nursing I Practicum	8
NSG 112	Medical Surgical Nursing I	9
<b>Fourth Quarter</b>		
NPT 113	Medical-Surgical Nursing II Practicum	8
NSG 113	Medical-Surgical Nursing II	9
<b>Fifth Quarter</b>		
NPT 214	Maternal-Child Nursing Practicum	5
NSG 214	Maternal-Child Nursing	10
NPT 215	Nursing Leadership Practicum	3
NSG 215	Nursing Leadership	2
<b>Credits required for graduation:</b>		<b>95</b>

## RADIOLOGIC TECHNOLOGY

This program leads to a diploma and can be completed in eight quarters by a full-time student. A day class schedule is offered. New students are admitted in fall quarter. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

<b>First Quarter</b>		<b>Credit Hrs</b>
ENG 101	English	5
MAT 103	Algebraic Concepts	5
PSY 100	Interpersonal Relations	3
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology	3
<b>Second Quarter</b>		
RAD 101	Introduction to Radiography	6
RAD 104	Radiographic Procedures I	3
RAD 132	Introductory Clinical Radiography I	4
RAD 152	Advanced Anatomy and Physiology (required elective credit)	5
<b>Third Quarter</b>		
RAD 106	Radiographic Procedures II	3
RAD 107	Principles of Radiographic Exposure I	4
RAD 133	Introductory Clinical Radiography II	7
<b>Fourth Quarter</b>		
RAD 109	Radiographic Procedures III	3
RAD 111	Radiologic Science I	5
RAD 116	Principles of Radiographic Exposure II	3
RAD 134	Intermediate Clinical Radiography I	7
<b>Fifth Quarter</b>		
RAD 113	Radiographic Procedures IV	2
RAD 114	Radiologic Science II	2
RAD 135	Intermediate Clinical Radiography II	7

DIS 150	Elective: Directed Individual Study	1
<b>Sixth Quarter</b>		
RAD 117	Radiographic Imaging Equipment	4
RAD 118	Special Radiologic Procedures	3
RAD 136	Intermediate Clinical Radiography III	7
<b>Seventh Quarter</b>		
RAD 119	Radiographic Pathology	2
RAD 120	Principles of Radiation Biology & Protection	5
RAD 137	Advanced Clinical Radiography I	9
<b>Eighth Quarter</b>		
RAD 126	Radiologic Technology Review	4
RAD 138	Advanced Clinical Radiography II	9
<b>Credits required for graduation:</b>		<b>126</b>

### RESIDENTIAL/COMMERCIAL WIRING

This program leads to a diploma and can be completed in four quarters by a full-time student. 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 from the following curriculum outline.*

<b>First Quarter</b>		<b>Credit Hours</b>
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 100	Interpersonal Relations	3
ELT 101	Safety	2
ELT 102	Electricity Principles	9
<b>Second Quarter</b>		
ELT 103	Residential Wiring I	4
ELT 104	Residential Wiring II	4
ELT 105	Residential Wiring III	3
ELT 106	Electrical Prints, Schematics, Symbols	3
<b>Third Quarter</b>		
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
<b>Fourth Quarter</b>		
ELT 112	Variable Speed Controls	7
ELT 113	Programmable Logic Control I (required elective credit)	4
ELT 118	Electrical Controls	7
<b>Credits required for graduation:</b>		<b>73</b>

### RESPIRATORY THERAPY TECHNOLOGY

This program leads to a diploma and can be completed in five quarters by a full-time student. A day class schedule is offered. New students are admitted in fall quarter. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

<b>First Quarter</b>		<b>Credit Hrs</b>
ENG 101	English	5
MAT 101	General Mathematics	5
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology (required elective credit)	3
RES 101	Introduction to Respiratory Therapy	5
RES 102	Foundations of Respiratory Therapy	5

**Second Quarter**

RES 103	Respiratory Therapy Equipment	5
RES 104	Cardiopulmonary Anatomy and Physiology	5
RES 106	Pharmacology	5
RES 107	Patient Assessment	2

**Third Quarter**

RES 108	Patient Monitoring	2
RES 109	Airway Management	2
RES 110	Microbiology	3
RES 111	Pathophysiology	6
RES 121	Respiratory Clinical Orientation	2
RES 122	Respiratory Care I	2

**Fourth Quarter**

RES 113	Mechanical Ventilation	4
RES 114	Mechanical Ventilators	3
RES 115	Introduction to Pulmonary Function Testing	1
RES 123	Respiratory Care II	2
RES 124	Respiratory Critical Care	5

**Fifth Quarter**

RES 116	Neonatal/Pediatric Respiratory Care	3
RES 117	Pulmonary Rehabilitation	1
RES 120	Respiratory Therapy Seminar	2
RES 125	Respiratory Critical Care II	10
	<b>Credits required for graduation:</b>	<b>93</b>

**WELDING AND JOINING TECHNOLOGY**

This program leads to a diploma and can be completed in five quarters by a full-time student. 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 from the following curriculum outline.*

		<b>Credit Hrs</b>
<b>First Quarter</b>		
WLD 101	Oxyfuel Cutting	4
WLD 104	Shielded Metal Arc Welding I	6
ENG 100	English	5
DIS 150	Directed Individual Studies	2
<b>Second Quarter</b>		
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
<b>Third Quarter</b>		
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
<b>Fourth Quarter</b>		
PSY 100	Interpersonal Relations	3
WLD 107	Shielded Metal Arc Welding IV	6
WLD 110	Gas Tungsten Arc Welding	4
WLD 152	Pipe Welding	5
<b>Fifth Quarter</b>		
WLD 112	Preparation for Industrial Qualification	4
WLD 151	Fabrication Practices	5
	<b>Credits required for graduation:</b>	<b>81</b>

### Associate Degree Options

Graduates from most day and evening programs can use their CVT credit toward an Associate Applied Science Degree from Floyd College under an agreement between the two schools. The only program not covered by this agreement is Practical Nursing. However, some credit from this program is granted toward the RN program at Floyd College.

Four joint programs have been developed specifically for students in certain diploma programs at CVTI. The four fields in which joint programs leading to the associate degree have been developed are:

- Business
- Health Occupations
- Technology
- Services

Students take the required courses for a diploma at Coosa Valley Technical Institute and the quarter hour credits specified for each degree by Floyd College.

### Technical Certificate Programs

#### BASIC STRUCTURAL STEEL WELDING

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

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
<b>Credits required for completion:</b>	<b>32</b>

#### BUSINESS COMPUTER APPLICATIONS

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

Required Courses:	Credit Hrs
BUS 101 Typewriting/Keyboarding	5
BUS 104 Microcomputer Fundamentals (Prerequisite BUS101)	5
BUS 105 Database Fundamentals (Prerequisite BUS104)	5
BUS 108 Word Processing (Prerequisite BUS101)	5
BUS 201 Advanced Word Processing (Prerequisite BUS108)	3
BUS 202 Spreadsheet Fundamentals (Prerequisite BUS104)	3
BUS 161 Desktop Publishing (Prerequisite BUS101)	5
<b>Credits required for completion:</b>	<b>31</b>

#### CABINETMAKING FUNDAMENTALS

This program leads to a technical certificate and can usually be completed in two or three quarters. Evening classes can be scheduled. New students are admitted quarterly. When courses are offered may vary from the following curriculum outline.

Required Courses	Credit Hrs
CAR 101 Safe Use of Hand & Power Tools	5
CAR 103 Materials	5

CAR 102	Assembly I	5
CAR 106	Assembly II	5
CAB 101	Cabinet Design & Layout	2
CAB 103	Cutting Cabinet Components	2
<b>Credits required for completion:</b>		<b>24</b>

### COMPUTER ASSISTED DRAFTING OPERATOR

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

<b>Required Courses</b>		<b>Credit Hrs</b>
DDF 101	Introduction to Drafting	6
DDF 102	Size & Shape Description I	5
DDF 103	Size & Shape Description II	5
DDF 104	Pictorial Drawing	3
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	3
DDF 107	Introduction To CAD	5
DDF 109	Assembly Drawing I	5
DDS 202	Advanced CAD	6
<b>Credits required for completion:</b>		<b>41</b>

### COMPUTERIZED TOMOGRAPHY

This program leads to a technical certificate and can be completed in two quarters. Program is open to applicants with certification and a diploma in Radiologic Technology. Usually offered once yearly during evening hours.

<b>Required Courses</b>		<b>Credit Hrs</b>
RAD 140	Computerized Tomography Clinical I	5
RAD 141	CT Physics and Instrumentation	7
RAD 142	Computerized Tomography II	5
RAD 143	CT Patient Care and Imaging Procedures	8
<b>Credits required for completion:</b>		<b>25</b>

### DIAGNOSTIC MEDICAL SONOGRAPHY

This program leads to a technical certificate and can be completed in two quarters. Program is open to applicants with certification and a diploma in Radiologic Technology. Usually offered once yearly during evening hours.

<b>Required Courses</b>		<b>Credit Hrs</b>
RAD 150	Introduction to Sonography Clinical	5
RAD 151	Abdominal Anatomy-Pathology/Procedures	6
RAD 152	Sonography Physics & Instrumentation I	3
RAD 153	Advanced Sonography Clinical	5
RAD 154	OB-GYN Anatomy-Pathology/Procedures	6
RAD 155	Sonography Physics & Instrumentation II	3
<b>Credits required for completion:</b>		<b>28</b>

### EMERGENCY MEDICAL TECHNICIAN (Basic EMT)

This program leads to a technical certificate and can usually be completed in three quarters. Program is open to applicants 18 years of age or older who are high school or GED graduates that make appropriate placement test scores. Usually offered once yearly during evening hours.

<b>Required Courses</b>		<b>Credit Hrs</b>
EMS 100	Emergency Medical Technology I	6
EMS 101	Emergency Medical Technology II	6
EMS 102	Emergency Medical Technology III	6
<b>Credits required for completion:</b>		<b>18</b>

## MAMMOGRAPHY

This program leads to a technical certificate and can be completed in one quarter. Program is open to applicants with certification and a diploma in Radiologic Technology. Usually offered once yearly during evening hours.

Required Courses	Credit Hrs
RAD 160 Mammography - Clinical	7
RAD 161 Mammography Physics, Instrumentation and Quality Assurance	5
RAD 162 Mammography Anatomy, Pathology & Positioning	4
<b>Credits required for completion:</b>	<b>16</b>

## MEDICAL TRANSCRIPTION

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

Required Courses	Credit Hrs
ENG 111 Business English	5
BUS 101 Keyboarding/Typewriting	5
BUS 108 Wordprocessing (Prerequisite BUS101)	5
BUS 102 Intermediate Typewriting (Prerequisite BUS108)	5
BUS 211 Medical Terminology	4
BUS 212 Anatomy and Physiology	5
BUS 213 Medical Transcription I (Prerequisite BUS101,211)	3
BUS 214 Medical Transcription II (Prerequisite BUS213)	3
<b>Credits required for completion:</b>	<b>35</b>

## NAIL TECHNICIAN

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

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
<b>Credits required for completion:</b>	<b>15</b>

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## 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
65-69	D	WF	Withdrew Failing
0-65	F	WD	Withdrew on or before midpoint of the quarter
		AU	Audited Course

## ***Academic Status***

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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) is 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 6 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 6 credit hours will place a student on the Director's List for that quarter.

## ***Work Ethics Grades***

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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 Tech 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 diploma program offered by CVT until they have first earned a high school diploma or GED certificate. This policy was approved by the CVT Board of Directors effective July 1, 1989.

In order to receive a CVT diploma, a student cannot transfer more than 50% of the required course work from another school.

## ***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.



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## 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 Institute or at any function authorized, sponsored or conducted by Coosa Valley Technical Institute.

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

**Damage to Property** - Malicious damage or destruction of property belonging to CVT or to a member of, or visitor to, CVT 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 CVT.
2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of CVT facilities, or prevent normal operation.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom 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 CVT community, individually or collectively.
- 2b. No member of the CVT community may sexually harass another.
3. Drunken misbehavior on or in CVT property or functions sponsored by CVT or any recognized CVT organization is prohibited.

### **Falsification of Records**

1. Each person must complete any Coosa Valley Tech 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 Institute.

### **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 CVT property or at CVT 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.

### ***Drugs***

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This statement is designed to emphasize, in fairness to all members of the CVT 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 CVT authorities. CVT 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 CVT 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 CVT 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. CVT, 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***

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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***

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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***

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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.

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## **GENERAL INFORMATION**

### ***Student Activities***

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

**VICA** - The Vocational Industrial Clubs of America has a chapter on campus that is open to all students.

**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 Tech holds commencement exercises annually. To receive a diploma, 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.

A fee of \$20 must accompany the completed form. This fee covers the cost of cap/gown and associated expenses.

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 number is (706) 295-6963.

### 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 Institute, 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.

### **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 Institute 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, Charles Rice; Section 504 and/or ADA, David Cox. Inquiries concerning these laws should be addressed to the above individuals and mailed to 785 Cedar Avenue, Rome, Georgia 30161.

### **Grievance Procedure for Resolving A Complaint**

Students or employees of Coosa Valley Technical Institute 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:

Charles Rice, Title IX, Equity Coordinator  
David Cox, Section 504 Administrator/ADA Coordinator  
Dr. Joe Knighten, VP Student Services/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 Tech, its Board of Directors, the State Board of Technical and Adult Education, or the Council on Occupational Education (Phone: 770-396-3898).

## FINANCIAL AID

Applicant must be a U.S. citizen or permanent resident in the process of becoming a U.S. citizen. Students who have attended schools beyond high school must provide CVT 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 Mrs. Tresa Duck. The financial aid office is in the Office of Student Services and is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. 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** - Awards approximately \$1,000 per year and does not require repayment if minimum attendance requirement is met. 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: 4 to 6 weeks are necessary to determine eligibility. Should apply at least three (3) weeks prior to beginning of quarter for processing payment. Payment for fees and books 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 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.

**J.T.P.A. (Job Training Partnership Act)** - JTPA grants provide financial assistance and other services for eligible students during their last four quarters in diploma programs. JTPA eligible students generally include those who have very low household income, those who have lost jobs due to business closings or down-sizing, and those who have been unemployed for 15 or more weeks.

JTPA pays for all tuition, fees and required books, tool and supplies. Additionally, JTPA gives a weekly payment to help cover meals, transportation and child care.

Most JTPA assistance can be given in addition to Pell and HOPE awards. See Mrs. Lucy Hale in Students Services for more information.

**Georgia Incentive Grant** - Awards up to \$450 per year and does not require repayment. Georgia residents only. Based on need. Student must be enrolled in a diploma program and maintain satisfactory progress.

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

## 1995-1996 School Calendar

### 1995 - FALL QUARTER

- Sept. 28 Classes begin  
Oct. 20 Last day to apply for fall diplomas  
Nov. 3 Mid-quarter advisement  
Nov. 22 Faculty inservice (student holiday)  
Nov. 23,24 Thanksgiving (school closed)  
Dec. 1 *Last day to apply for winter quarter diplomas/  
certificates*  
Dec. 12 Last day of classes  
Dec. 25-29 Christmas (school closed)  
Jan. 1 New Year's Day (school closed)

### 1996 - WINTER QUARTER

- Jan. 3 Classes begin  
Jan. 15 ML King Jr.'s B/day (school closed)  
Feb. 9 Mid-quarter advisement  
Mar. 1 *Last day to apply for spring quarter diplomas/  
certificates*  
Mar. 14 Last day of classes  
Mar. 15-25 Faculty inservice (student holidays)

### 1996 - SPRING QUARTER

- Mar. 26 Classes begin  
Apr. 5 Good Friday - Faculty inservice (student holiday)  
May 3 Mid-quarter advisement  
May 27 Memorial Day (school closed)  
May 31 *Last day to apply for summer quarter diplomas/  
certificates*  
June 6 Last day of classes  
June 7-28 Faculty inservice (student holidays)  
July 4 Independence Day (school closed)

### 1996 - SUMMER QUARTER

- July 9 Classes begin  
Aug. 16 Mid-quarter advisement  
Sept. 2 Labor Day (school closed)  
Sept. 18 Last day of classes  
Sept. 18 Commencement Exercise (7:00 PM)  
Sept. 19-27 Faculty inservice (student holidays)

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

### Accreditation

Coosa Valley Technical Institute is Accredited by the Accrediting Commission of the Council on Occupational Education.

**THREE  
GOOD REASONS  
WHY YOU SHOULD  
BECOME A STUDENT  
AT COOSA VALLEY  
TECH.**

**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 Tech, 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 Tech is a unit of the Georgia Department of Technical and Adult Education and is accredited by the Council on Occupational Education.

**Coosa Valley Tech**

785 Cedar Avenue • Rome, Georgia 30161



