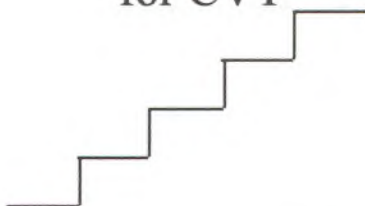


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Take the First Step Towards Paying for CVT



- **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

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 41, Compliance

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. For details, see page 41.

CAMPUS LOCATIONS

Dr. Ray Brooks, President

Coosa Valley Technical Institute Rome/Floyd County Campus
785 Cedar Avenue, Rome, GA 30161

Coosa Valley Technical Institute Calhoun/Gordon County Campus
1151 Highway 53 Spur SW • Calhoun, Georgia 30701

Coosa Valley Technical Institute Polk County Campus
Scheduled for construction near Rockmart, Georgia

TELEPHONE DIRECTORY

Rome/Floyd Campus

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:

Diploma Programs (706) 295-6702

Continuing Education (706) 295-6957

Adult Education/GED (706) 295-6973

Other Information:

Financial Aid (706) 295-6942

JTPA Programs (706) 295-6941

New Connections Program (706) 295-6932

Calhoun/Gordon Campus

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

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.

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 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:

- Rome/Floyd County Campus 295-6702 before 4 p.m.
- Calhoun/Gordon County Campus 624-1100 before 4 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, 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 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.

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 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.

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*. 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:

Registration	\$15	a quarter for diploma and/or technical certificate classes.
Activity Fee:	\$15 \$7.00	a quarter for 12 or more hours; a quarter for less than 12 hours.
Late Fee:	\$10	assessed to all schedule students after the last registration date.
Tuition:	\$252	for full-time which is 12 quarter hours or more. <i>Less than full-time \$21 per quarter hour.</i>
Graduation:	\$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

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 Institute contributes to the economic and workforce development of northwest Georgia, specifically 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 postsecondary 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.

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

Diploma Programs

ACCOUNTING

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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 (18 Credits)

(Prerequisites are in parentheses, co-requisites in Italics)

	Credit Hrs
ENG 111 Business English	5
ENG 112 Business Communications (ENG 111)	5
MAT 111 Business Math	5
PSY 100 Interpersonal Relations	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)	5
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) 70

AIR CONDITIONING TECHNOLOGY

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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
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	Electric 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
PSY 100	Interpersonal Relations	3
<i>and</i>	Technical or Related Electives	5
Credits required for graduation:		83

AUTO COLLISION REPAIR TECHNOLOGY

Major Collision Repair

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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
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
Second Quarter		
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
Third Quarter		
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
Fourth Quarter		
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
Credits required for graduation:		64

AUTO COLLISION REPAIR TECHNOLOGY

Paint and Refinishing Specialization

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

First Quarter			Credit Hrs
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
Second Quarter			
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
Third Quarter			
ACR 132	Special Refinishing Application		4
ACR 133	Acrylic Enamels Refinishing Application		6
Fourth Quarter			
ACR 134	Urethane Enamels Refinishing Application		6
ACR 135	Tint and Match Colors		6
<i>and</i>	Occupationally Related Electives		2
Credits required for graduation			64

AUTOMOTIVE FUNDAMENTALS

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

This program leads to a diploma and is essentially equivalent to the first year of the Automotive Technology program. Day 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 Hours
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
Second Quarter			
AUT 108	Ignition Systems		6
AUT 111	Fuel and Exhaust Systems		5
AUT 112	Emissions Control Systems		5
Third Quarter			
AUT 102	Brake Systems		6
AUT 113	Anti-Lock Brake Systems		3
MAT 101	General Mathematics		5
PSY 100	Interpersonal Relations		3
Fourth Quarter			
AUT 103	Suspension and Steering		4
AUT 114	Front and Rear Suspension		5
AUT 115	Four-Wheel Alignment		5
ENG 101	English		5
<i>and</i>	Occupationally Related Electives		3
Credits required for graduation			73

AUTOMOTIVE TECHNOLOGY

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

This program leads to a diploma and requires a minimum of seven quarters for completion with the following schedule. Day 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 Hours
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
Second Quarter	
AUT 108 Ignition Systems	6
AUT 111 Fuel and Exhaust Systems	5
AUT 112 Emissions Control Systems	5
Third Quarter	
AUT 102 Brake Systems	6
AUT 113 Anti-Lock Brake Systems	3
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
Fourth Quarter	
AUT 103 Suspension and Steering	4
AUT 114 Front and Rear Suspension	5
AUT 115 Four-Wheel Alignment	5
ENG 101 English	5
Fifth Quarter	
AUT 105 Clutch Diagnosis and Repair	3
AUT 203 Manual Transmission/Transaxle	5
AUT 204 Drivelines	4
AUT 205 Four-Wheel Drive Components	4
Sixth Quarter	
AUT 104 Automatic Transmissions/Transaxle I	3
AUT 202 Automatic Transmission/Transaxle II	7
AUT 207 Automatic Transmission/Transaxle III	7
Seventh Quarter	
AUT 101 Engine Diagnosis I	6
AUT 110 Engine Diagnosis II	5
AUT 206 Heating and Air Conditioning Systems	6
Eighth Quarter	
AUT 208 Automotive Tech Internship	10
or: AUT 150 Emerging Technologies in Automotives (3)	
AUT 250 Advanced Automotive Electronic System (4)	
AUT 252 Computer Controlled Automatic Transmission (3)	
Credits required for graduation:	130

BUSINESS AND OFFICE TECHNOLOGY

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

• *Coosa Valley Tech Calhoun/Gordon 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. 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 five quarters for completion*

Care/Occupational Curriculum Requirements (45 Credits)

(Prerequisites are in parentheses, co-requisites in italics)

	Credit Hrs
ENG 111 Business English	5

ENG 112	Business Communications (ENG 111)	5
MAT 111	Business Math	5
PSY 100	Interpersonal Relations	3
SCT 100	Introduction to Microcomputers	3
BUS 101	Beginning Document Processing	5
BUS 102	Intermediate Document Processing (BUS 108)	5
BUS 103	Advanced Document Processing (BUS 102)	5
BUS 106	Office Procedures	4
BUS 108	Word Processing (BUS 101)	5

and 36 credits from one of the following specializations:

Business Office Specialist (The 45 credit Core plus the following 36 credits)

BUS 105	Database Fundamentals (SCT 100)	3
BUS 107	Machine Transcription (BUS 102, ENG 111, SCT 100)	3
BUS 109	Applied Office Procedures (Be in final quarter of program)	3
BUS 201	Advanced Word Processing (BUS 108, ENG 111)	3
BUS 202	Spreadsheet Fundamentals (SCT 100, MAT 111)	3
ACC 101	Principles of Accounting I	6
	and Occupationally Related Electives	3
or BUS 208	Office Accounting (MAT 111)	(4)
	and Occupationally Related Electives	(5)
BUS 204	Half-time Business Office Specialist	
	Internship (Successful completion of all required courses)	6
	and Occupationally Related Electives	6
or BUS 224	Business Office Specialist	
	Internship (Be in final quarter of program)	(12)
or	Occupationally Related Electives	(12)
	Credits required for graduation:	81

Medical Office Specialist (The 45 credit Core plus the following 36 credits)

ACC 101	Principles of Accounting	6
BUS 213	Medical Document Processing/ Transcription (BUS 102, BUS 211, ENG 111)	5
BUS 216	Medical Office Procedures (BUS 102, BUS 212)	3
AHS 109	Medical Terminology for Allied Health	3
	and Occupationally Related Electives	2
or BUS 211	Medical Terminology	(4)
	and Occupationally Related Electives	(1)
AHS 101	Anatomy and Physiology	5
or BUS 212	Anatomy and Terminology (BUS 211)	(5)
BUS 205	Half-time Medical Office Specialist	
	Internship (Successful completion of all required courses)	6
	and Occupationally Related Electives	6
or BUS 215	Medical Office Specialist	
	Internship (Be in final quarter of program)	(12)
or	Occupationally Related Electives	(12)
	Credits required for graduation:	81

CARPENTRY

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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
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
Second Quarter		
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
Third Quarter		
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
Fourth Quarter		
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
Credits required for graduation:		72

CHILD DEVELOPMENT

Campus Availability

• Coosa Valley Tech Calhoun/Gordon County Campus

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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; thereby requiring more than four quarters for completion.*

Program Outline (Prerequisites in parentheses—Corequisite in Italics)		Credit Hrs
ENG 101	English	5
MAT 100	Basic Mathematics	3
PSY 100	Interpersonal Relations	3
CHD 101	Introduction to Child Development and Related Care	4
CHD 103	Human Growth and Development I	5
CHD 104	Human Growth and Development II	5
CHD 105	First Aid, Health, and Safety	4
CHD 106	Nutrition and Food Preparation	4
CHD 112	Curriculum Development I (CHD 101, 103)	4
and CHD 110	Child Care Lab I (CHD 101, 103)	3
	or CHD 121 Child Care Internship I (CHD 101, 103) (3)	
and CHD 111	Child Care Lab II (CHD 110)	3
	or CHD 122 Child Care Internship II (CHD 110) (3)	
CHD 113	Creative Activities: Art for Children (CHD 103)	3
CHD 114	Creative Activities: Music and Movement (CHD 103)	3
CHD 115	Curriculum Development II: Language Arts & Literature (CHD 112, CHD 103, ENG 101)	5
CHD 116	Curric. Development III: Math & Science (CHD 103, CHD 112, MAT 100)	4
CHD 124	Child Development and Related Care Internship	12
and CHD 118	Child Care Lab III (CHD 111)	3
	or CHD 123 Child Care Internship III (CHD 122) (3)	
xxx xxx	Essential Elective Courses	8
Credits required for graduation:		81

CHILD DEVELOPMENT AND RELATED CARE

Campus Availability

• Coosa Valley Tech Calhoun/Gordon County Campus

This program leads to a diploma and requires a minimum of six quarters for completion with the following 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; thereby requiring more than six quarters for completion.*

Program Outline

	Credit Hrs
ENG 101 English	5
MAT 100 Basic Mathematics	3
PSY 100 Interpersonal Relations	3
CHD 101 Introduction to Child Development and Related Care	4
CHD 103 Human Growth and Development I	5
CHD 104 Human Growth and Development II	5
CHD 105 First Aid, Health, and Safety	4
CHD 106 Nutrition and Food Preparation	4
CHD 112 Curriculum Development I (CHD 101, 103)	4
and CHD 110 Child Care Lab I (CHD 101, 103)	3
or CHD 121 Child Care Internship I (CHD 101, 103) (3)	
and CHD 111 Child Care Lab II (CHD 110)	3
or CHD 122 Child Care Internship II (CHD 121) (3)	
CHD 113 Creative Activities: Art for Children (CHD 103)	3
CHD 114 Creative Activities: Music and Movement (CHD 103)	3
CHD 115 Curriculum Development II: Language Arts & Literature (CHD 112, CHD 103, ENG 101)	5
CHD 116 Curric. Development III: Math & Science (CHD 103, CHD 112, MAT 100)	4
CHD 124 Child Development and Related Care Internship	12
and CHD 118 Child Care Lab III (CHD 111)	3
or CHD 123 Child Care Internship III (CHD 122) (3)	
CHD 201 Exceptionalities (CHD 103, 104)	5
CHD 202 Social Issues and Families	5

And completion of one of the following specializations:

1. Paraprofessional Specialization

CHD 211 Paraprofessional in the Classroom (CHD 118 or 123)	8
SCT 100 Introduction to Microcomputers	3
xxx xxx Electives	6
Credits required for graduation:	100

2. Early Childhood Program Management

CHD 221 Childcare Facility Management (CHD 118 or 123)	7
CHD 222 Childcare Personnel Management (CHD 118 or 123)	3
xxx xxx Electives	7
Credits required for graduation:	100

COMPUTER INFORMATION SYSTEMS

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

• Coosa Valley Tech Calhoun/Gordon County Campus

This program leads to a diploma in Computer Information Systems and, when seeking admission, applicants are encouraged to choose among specializations in:

1. **Computer Programming**
2. **Microcomputer Specialist**
3. **Networking Specialist** (*Anticipated availability: Fall 1997*)

Day and evening classes are offered. New students are admitted quarterly.

An associate degree option is available.

CIS Core Curriculum Requirements (43 Credit Hours)		Credit Hrs
<i>(Prerequisites in parentheses—Corequisite in Italics)</i>		
ENG 111	Business English	5
ENG 112	Business Communications (ENG 111)	5
MAT 111	Business Mathematics	5
PSY 100	Interpersonal Relations	3
CIS 103	Operating Systems Concepts (SCT 100)	5
CIS 105	Program Design and Develop. (Keyboarding skills, CIS 106)	5
CIS 106	Computer Concepts (SCT 100)	5
SCT 100	Introduction to Microcomputers	3
CIS xxx	Completion of <u>one</u> of the following language courses:	7
CIS 113	COBOL Programming I (CIS 105)	CIS 250
CIS 157	Introduction to Windows Program- ming Using Visual BASIC (CIS 105)	CIS 253
		CIS 255
		RPG I Programming (CIS 105)
		BASIC Programming I (CIS 105)
		Introduction to "C" Programming

Specialization 1. Computer Programming **Credit Hrs**

Required Courses (10 Credit Hours)

CIS 112	System Analysis and Design (CIS 105)	4
CIS 214	Database Management (Advanced Language Course)	6

and Language Courses (28 Credit Hours) **28**

Completion of four of the following 7 credit hour language courses with 14 hours in the same programming language:

CIS 113	COBOL I (CIS 105)	CIS 250	RPG I Programming (CIS 105)
CIS 114	COBOL II (CIS 113)	CIS 251	Adv. RPG Programming (CIS 250)
CIS 149	Windows Programming C++ (CIS 256)	CIS 253	BASIC Programming I (CIS 105)
CIS 157	Introduction to Windows Program- ming Using Visual BASIC (CIS 105)	CIS 254	BASIC Programming II (CIS 253)
CIS 215	COBOL III (CIS 114)	CIS 255	Intro to "C" Programming (CIS 105)
CIS 216	COBOL IV (CIS 215, CIS 214)	CIS 256	Adv. "C" Programming (CIS 255)

and Occupational Elective Courses (18 Credit Hours) **18**

(See list of typically available related courses or consult your instructor/advisor)

Minimum Hours for Graduation: Computer Programming 99

Specialization 2. Microcomputer Specialist **Credit Hrs**

Required Courses (33 Credit Hours)

CIS 122	Microcomputer Installation & Maintenance (SCT 100, CIS 103)	7
CIS 124	Microcomputer Database Programming (CIS 105, 128)	7
CIS 127	Word Processing & Desktop Publishing Techniques (SCT 100)	7
CIS 128	Spreadsheet and Database Techniques (SCT 100)	7
CIS 140	Networking Concepts (SCT 100)	5

Occupational Elective Courses (23 Credit Hours) **23**

(See list of typically available related courses or consult your instructor/advisor)

Minimum Hours for Graduation: Microcomputer Specialist 99

Specialization 3. Networking Specialist **Credit Hrs**

Required Courses (56 Credit Hours)

CIS 122	Microcomputer Installation & Maintenance (SCT 100, CIS 103)	7
CIS 140	Networking Concepts (SCT 100)	5
CIS 141	Client/Server Database Management (CIS 143, 144)	7
CIS 142	Multiple Networks & WANS (CIS 140, 258)	7
CIS 143	Netware Administration (CIS 140)	7
CIS 144	Netware Installation & Configuration (CIS 143)	7
CIS 145	Netware Diagnostic & Troubleshooting (CIS 143, 144)	7
CIS 156	Intro. to the Internet & Wide Area Networks (SCT 100)	5
CIS 258	Introduction to Data Communications (SCT 100)	4

Minimum Hours for Graduation: Networking Specialist 99

Typically available occupationally related courses:

(Other courses may be approved by consulting your instructor/advisor)

ACC 101	Principles of Accounting	6
ACC 102	Principles of Accounting II (ACC 101)	6
ACC 104	Computerized Accounting (ACC 102, BUS 101 or CIS 101)	3
ACC 105	Accounting Database Fundamentals (ACC 101, BUS 101, 104)	3
ACC 106	Accounting Spreadsheet Fundamentals (ACC 101, BUS 101, 104)	3
MKT 101	Principles of Management	5
CIS 127	Word Processing & Desktop Publishing (SCT 100)	7
CIS 101	Keyboarding	3
CIS 122	Microcomputer Installation and Maint. (SCT 100, CIS 103)	7
CIS 140	Networking Concepts (SCT 100)	5
CIS 156	Intro. to the Internet and Wide Area Networks (SCT 100)	5
CIS 160	Introduction to Multimedia Development (SCT 100)	5
CIS 258	Introduction to Data Communications (SCT 100)	4
xxx xxx	Programming Language Course (for which you have a prerequisite)	7

COSMETOLOGY

Campus Availability

• Coosa Valley Tech Rome/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. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

First Quarter		Credit Hrs
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
Second Quarter		
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
Third Quarter		
COS 113	Practicum I	4
COS 114	Practicum II	5
PSY 100	Interpersonal Relations	3
Fourth Quarter		
COS 115	Practicum/Internship I	4
COS 116	Practicum/Internship II	5
COS 117	Salon Management	4
DIS 150	Directed Individual Study	3
Credits required for graduation:		68

DRAFTING

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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
SCT 100	Introduction to Microcomputers	3
ENG 101	English	5
MAT 103	Algebraic Concepts	5
PSY 100	Interpersonal Relations	3
DDF 101	Introduction to Drafting	6
Second Quarter		
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
Third Quarter		
DDF 106	Fasteners	3
DDF 107	Introduction to CAD	5
DDF 108	Intersections and Development	5
Fourth Quarter		
DDF 109	Assembly Drawings I	5
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawing and Modeling	6
<i>and</i>	Related Electives	3
Credits required for graduation:		73

INDUSTRIAL ELECTRICAL TECHNOLOGY

Campus Availability

• *Coosa Valley Tech Rome/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. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

First Quarter		Credit Hrs
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 100	Interpersonal Relations	3
ELT 101	Safety	2
ELT 102	Electricity Principles	9
Second Quarter		
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
Third Quarter		
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
Fourth Quarter		
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
Fifth Quarter		
ELT 113	Programmable Logic Control I	4
ELT 114	Programmable Logic Control II	2
ELT 115	Diagnostic Trouble Shooting	2
SCT 100	Introduction to Microcomputers (required elective credit)	3
Credits required for graduation:		88

INDUSTRIAL MAINTENANCE
Electrical Specialization

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Pending for the Coosa Valley Tech Ca;hour/Gordon County Campus

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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 from the following curriculum outline.*

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

INDUSTRIAL MAINTENANCE
Mechanical Specialization

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Pending for the Coosa Valley Tech Ca;hour/Gordon County Campus

First Quarter	Credit Hrs
MAT 103 Algebraic Concepts	5
SCT 100 Introduction to Microcomputers	3
ELC 106 Direct Current Circuits I	4
IMT 101 Industrial Maintenance Safety Procedures	2
IMT 108 Industrial Mechanics I	7
Second Quarter	
ELC 109 Alternating Current I	7
ELC 110 Alternating Current II	4
IMT 110 Industrial Mechanics II	6
IMT 113 Industrial Hydraulics	8
Third Quarter	
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
Fourth Quarter		
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
Credits Required for Graduation:		79

MACHINE TOOL TECHNOLOGY

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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
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
MCH 151	Machine Tool Technology Internship	5
Credits required for graduation:		85

ADVANCED MACHINE TOOL TECHNOLOGY

Campus Availability

• Coosa Valley Tech Rome/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	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
Total credits required for graduation:		123

Computer Numerical Control Specialization

Required Courses		Credit Hrs
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
Total credits required for graduation:		123

Tool & Die Specialization

Required Courses		Credit Hrs
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
Total credits required for graduation:		123

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Campus Availability

• *Coosa Valley Tech Calhoun/Gordon County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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; thereby requiring more than four quarters for completion.*

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
PSY 100	Interpersonal Relations	3
MKT 101	Principles of Management	5
MKT 104	Principles of Economics	5
MKT 105	Accounting for Marketing Applications (MAT 111)	5
MSD 101	Interpersonal Employee Relations	5
MSD 102	Legal Environment for Supervisors	5
MSD 103	Leadership and Decision Making	5
MSD 104	Personnel Administration for Supervisors	5
MSD 105	Labor Law and Labor Relations	5
MSD 106	Counseling and Disciplinary Actions	5
MSD 107	Training and Performance Evaluation	5
MSD 108	Management & Supervisory Seminar (MSD 103)	5
MSD 110	Management & Supervision	
	Occupationally Based Instruction I (MKT 101, ENG 111)	3
xxx xxx	Essential Electives	9
Credits required for graduation:		88

MARKETING MANAGEMENT

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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 from the following curriculum outline; thereby requiring more than four quarters for completion.*

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 (Prerequisites are in parentheses)		
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		
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
Credits required for graduation:		89

MEDICAL ASSISTING

Campus Availability

• Coosa Valley Tech 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 in fall quarter. An associate degree option is available. *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
AHS 109	Medical Terminology for Allied Health	3
MAS 101	Medical Law and Ethics	2
BUS 101	Beginning Document Processing	5
Second Quarter		
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 (prerequisites: AHS 101, 109)	5
Third Quarter		
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
Fourth Quarter		
MAS 117	Medical Assisting Externship	6
MAS 118	Medical Assisting Seminar	4
SCT 100	Introduction to Microcomputer (suggested elective credit)	3
Credits required for graduation:		80

PARAMEDIC TECHNOLOGY

Campus Availability

• Coosa Valley Tech 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. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

First Quarter	Credit Hrs
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
Second Quarter	
EMS 107 Respiratory Function and Management	4
EMS 108 Cardiology	9
EMS 118A Clinical Applications of Advanced Emergency Care	3
Third Quarter	
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
Fourth Quarter	
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
Credits required for graduation:	58

PRACTICAL NURSING

Campus Availability

• Coosa Valley Tech Rome/Floyd County Campus

• Pending for the Coosa Valley Tech Ca;hour/Gordon 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. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

First Quarter	Credit Hrs
ENG 101 English	5
MAT 101 General Mathematics	5
PSY 101 Psychology	5
AHS 101 Anatomy and Physiology	5
AHS 109 Medical Terminology (or SCT 100 Intro to Microcomputers)	3
Second Quarter	
AHS 102 Drug Calculation and Administration	3
AHS 103 Nutrition and Diet Therapy	2
NSG 111 Nursing Fundamentals	13
Third Quarter	
NPT 112 Medical-Surgical Nursing I Practicum	7
NSG 112 Medical Surgical Nursing I	9
Fourth Quarter	
NPT 113 Medical-Surgical Nursing II Practicum	7
NSG 113 Medical-Surgical Nursing II	9
Fifth Quarter	
NPT 214 Maternal-Child Nursing Practicum	4
NSG 214 Maternal-Child Nursing	10

NPT 215	Nursing Leadership Practicum	2
NSG 215	Nursing Leadership	2
Credits required for graduation:		91

RADIOLOGIC TECHNOLOGY

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

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

First Quarter		Credit Hrs
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
Second Quarter		
RAD 101	Introduction to Radiography	6
RAD 104	Radiographic Procedures I	3
RAD 132	Introductory Clinical Radiography I	4
AHS 152	Advanced Anatomy and Physiology (suggested elective credit)	5
Third Quarter		
RAD 106	Radiographic Procedures II	3
RAD 107	Principles of Radiographic Exposure I	4
RAD 133	Introductory Clinical Radiography II	7
Fourth Quarter		
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
Fifth Quarter		
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
Sixth Quarter		
RAD 117	Radiographic Imaging Equipment	4
RAD 118	Special Radiologic Procedures	3
RAD 136	Intermediate Clinical Radiography III	7
Seventh Quarter		
RAD 119	Radiographic Pathology	2
RAD 120	Principles of Radiation Biology & Protection	5
RAD 137	Advanced Clinical Radiography I	9
Eighth Quarter		
RAD 126	Radiologic Technology Review	4
RAD 138	Advanced Clinical Radiography II	9
Credits required for graduation:		126

RESIDENTIAL/COMMERCIAL WIRING

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

This program leads to a diploma and requires a minimum of four quarters for completion with the following 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 Hours
ENG	101	English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations	3
ELT	101	Safety	2
ELT	102	Electricity Principles	9
Second Quarter			
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
Third Quarter			
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
Fourth Quarter			
ELT	112	Variable Speed Controls	7
ELT	113	Programmable Logic Control I (possible elective credit)	4
ELT	118	Electrical Controls	7
Credits required for graduation:			73

RESPIRATORY THERAPY TECHNOLOGY

Campus Availability

• *Coosa Valley Tech Rome/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. An associate degree option is available. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

First Quarter			Credit Hrs
ENG	101	English	5
MAT	101	General Mathematics	5
AHS	101	Anatomy and Physiology	5
AHS	109	Medical Terminology (suggested 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
Credits required for graduation:		93

WELDING AND JOINING TECHNOLOGY

Campus Availability

• *Coosa Valley Tech Rome/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. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

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		
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
Fifth Quarter		
WLD 112	Preparation for Industrial Qualification	4
WLD 151	Fabrication Practices	5
Credits required for graduation:		81

Associate Degree Options

Graduates from certain 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.

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
- Technology
- Health Occupations
- Services

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

Technical Certificate Programs

About Certificate Programs:

Coosa Valley Tech offers a number 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 \$21 per credit hour. Due to the extra expense of hiring adjunct instructors, tuition for EMT, Manufacturing Processes Certification, and Certified Customer Services Specialist technical certificate classes are expected to be higher than that charged for regular diploma classes.

When Offered:

Beginning classes for first-time students in technical certificate programs vary from quarter to quarter.

ACCOUNTING DATA ENTRY CLERK

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Coosa Valley Tech Calhoun/Gordon 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
MTH 111 Business Math	5
BUS 101 Beginning Document Processing	5
SCT 100 Microcompute Fundamentals (BUS101)	3
BUS 157 Electronic Calculators	3
Credits required for graduation:	28

AUTO BODY REPAIR ASSISTANT

Campus Availability

- Coosa Valley Tech Rome/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 105 Body Fiberglass, Plastics & Rubber Repair	3
ACR 107 Trim, Accessories, and Glass	2
ACR 110 Minor Collision Repair	2
ACR 128 Bolt-on Body Panel Removal/Replacement	3
ACR 130 Sanding, Priming and Paint Preparation	4
Credits required for graduation:	21

BASIC STRUCTURAL STEEL WELDING

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*

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

- *Coosa Valley Tech Rome/Floyd County Campus*
- *Coosa Valley Tech Calhoun/Gordon County Campus*

This program leads to a technical certificate and can usually be completed in two or three quarters. Computer courses cover WordPerfect, Lotus or Microsoft Word, dBase or Excell, Windows, DOS, and PageMaker.

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)	5
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:	37

BUSINESS DATA ENTRY CLERK

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*
- *Coosa Valley Tech Calhoun/Gordon County Campus* This short-term (18 credits) program awards a certificate to persons successfully mastering entry level skills in data entry.

Required Courses (Prerequisite in parenthesis)	Credit Hrs
BUS 101 Keyboarding/Typewriting	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

- *Coosa Valley Tech Rome/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
CAR 101 Safe Use of Hand & Power Tools	5
CAR 103 Materials	5
CAB 101 Cabinet Design & Layout	2

CAB 102	Cabinet Assembly I	5
CAB 103	Cutting Cabinet Components	2
CAB 106	Cabinet Assembly II	5
Credits required for graduation:		24

CERTIFIED CUSTOMER SERVICE SPECIALIST

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Coosa Valley Tech Calhoun/Gordon 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
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

COMPUTER ASSISTED DRAFTING

Campus Availability

- Coosa Valley Tech Rome/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	5
DDF 109	Assembly Drawing I	5
DDS 202	Advanced CAD	6
DDF 112	3-D Modeling and Drawing	6
Credits required for graduation:		49

COMPUTERIZED ACCOUNTING

Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus

Awards a certificate after successful completion of 39 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, BUS104)	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

COMPUTERIZED TOMOGRAPHY

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*

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

Required Courses	Credit Hrs
RAD 261 Computerized Tomography Clinical I	5
RAD 262 CT Physics and Instrumentation	7
RAD 263 Computerized Tomography II	5
RAD 264 CT Patient Care and Imaging Procedures	8
Credits required for graduation:	25

DIAGNOSTIC MEDICAL SONOGRAPHY

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*

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

Required Courses	Credit Hrs
RAD 254 Introduction to Sonography Clinical	5
RAD 255 Abdominal Anatomy-Pathology/Procedures	6
RAD 256 Sonography Physics & Instrumentation I	3
RAD 257 Advanced Sonography Clinical	5
RAD 258 OB-GYN Anatomy-Pathology/Procedures	6
RAD 259 Sonography Physics & Instrumentation II	3
Credits required for graduation:	28

EMERGENCY MEDICAL TECHNICIAN (EMT)

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*

This program leads to a technical certificate and can usually 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.

Required Courses	Credit Hrs
EMS 100 Emergency Medical Technology I	7
EMS 101 Emergency Medical Technology II	7
EMS 102 Emergency Medical Technology III	7
EMS 104 Emergency Medical Technology IV	9
Credits required for graduation:	30

INDUSTRIAL CONSTRUCTION - Electrician

Campus Availability

- *Coosa Valley Tech Rome/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
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 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

MAMMOGRAPHY

Campus Availability

- *Coosa Valley Tech Rome/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. Usually offered once yearly during evening hours.

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

MANUFACTURING PROCESSES CERTIFICATION

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*
- *Coosa Valley Tech Calhoun/Gordon County Campus*

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	4
AMF	160	Representative Manufacturing Skills	5
Credits required for graduation:			15

MEDICAL CODING

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*

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 (MAS152)	4
MAS	153	CPT-4 Coding (MAS112)	2
Credits required for graduation:			33

MEDICAL RECEPTIONIST

Campus Availability

- *Coosa Valley Tech Rome/Floyd County Campus*

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)	4

AHS 109	Medical Terminology	3
MAS 104	Med. Admin. Procedures I (AHS 109,BUS101)	3
MAS 105	Medical Administrative Procedures II (MAS 104)	5
Credits required for graduation:		25

MEDICAL TRANSCRIPTION

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

The purpose of this program is to provide entry level training for medical-clerical support personnel and those seeking initial employment.

Required Courses (Prerequisite in parenthesis)		Credit Hrs
ENG 111	Business English	5
BUS 101	Beginning Document Processing	5
AHS 109	Medical Terminology	3
BUS 108	Wordprocessing (BUS101)	5
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

NAIL TECHNICIAN

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

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

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

OFFICE ASSISTANT

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

• *Coosa Valley Tech Calhoun/Gordon County Campus*

A certificate is awarded after successful completion of 41 credit hours selected from CVT's diploma program in Information & 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)	5
SCT 100	Introduction to Microcomputes	3
XXX XX	Electives	8
Credits required for graduation:		39

PATIENT CARE ASSISTANT

Certified Nursing Assistant

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

• *Coosa Valley Tech Calhoun/Gordon County Campus*

Program prepares students for entry-level positions in home health and nursing care facilities offering personal care or requiring certified nursing assistants.

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

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

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

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.

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

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

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 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.

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 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 Complaints

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).

Gender Equity Statement

We at Coosa Valley Tech 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 influ-

ences—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 Placement 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 Institute as of July 1, 1994. The data is derived from a small portion of the 1992 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, 1994.

Graduation and Placement Data

Two hundred sixty one full-time Coosa Valley Tech students, identified as enrolling for the first time in any post-secondary school, began classes in either the summer or fall quarters of 1992 and could be expected to have completed their studies by July 1994. Of this number:

- 114 completed all requirements for graduation
- 27 completed more than half of the course work in their program
- 120 completed less than one-half of the course work in their program

The completion (graduation) rate for the students who completed their studies was 44%. The placement data for graduates and eligible leavers was as follows:

- Graduates: 98% For the 114 graduates, 112 were positive placements.
- All Leavers: 53% For the 147 leavers, 15 were reported as not available for placement. For the 132 remaining leavers, 70 were positive placements.

CAMPUS SECURITY

A report of crime on campus in 1995-96

Murder:	0	Aggravated Assault:	0	Liquor Law Violations:	0
Rape:	0	Burglary:	1	Drug Abuse Violations:	0
Robbery:	0	Motor Vehicle Theft:	0	Weapons Possessions:	0

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 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 Calhoun/Gordon County campus 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 - 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 needed to determine eligibility. 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. Hale in Students Services for information.

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 Mrs. 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.

Notes

1997-1998 School Calendar

1997 - SUMMER QUARTER

July 1-3	Faculty inservice (student holidays)
July 4	Independence Day (school closed)
July 7-8	Faculty inservice (student holidays)
July 9	Classes begin
Aug. 15	Mid-quarter—faculty inservice (student holidays)
Aug. 29	<i>Last day to apply for a summer quarter diploma/certificate</i>
Sept. 1	Labor Day (school closed)
Sept. 5	Last day to withdraw with WP/WF instead of a grade
Sept. 18	Last day of classes
Sept. 19&22	Examination Days
Sept. 22	Commencement Exercise (7:00 PM)
Sept. 23-30	Faculty inservice (student holidays)

1997 - FALL QUARTER

Oct. 1	Classes begin
Oct. 31	Mid-quarter—faculty inservice (student holidays)
Sept. 25	Last day to withdraw with WP/WF instead of a grade
Nov. 27-28	Thanksgiving (school closed)
Dec. 1	<i>Last day to apply for a fall quarter diploma/certificate</i>
Dec. 12	Last day of classes
Dec. 15&16	Examination Days
Dec. 22-26	Christmas (school closed)

1998 - WINTER QUARTER

Jan. 1	New Year's Day (school closed)
Jan. 2	Faculty inservice (student holidays)
Jan. 5	Classes begin
Jan. 19	ML King Jr.'s B/day (school closed)
Feb. 13	Mid-quarter—faculty inservice (student holidays)
Feb. 27	<i>Last day to apply for a winter quarter diploma/certificate</i>
Mar. 3	Last day to withdraw with WP/WF instead of a grade
Mar. 17	Last day of classes
Mar. 18&19	Examination Days
Mar. 19	Commencement Exercises, 7 PM
Mar. 20-31	Faculty inservice (student holidays)

1997 - SPRING QUARTER

Apr. 1	Classes begin
Apr. 10	Good Friday —faculty inservice (student holidays)
May 1	Mid-quarter—faculty inservice (student holidays)
May 25	Memorial Day (school closed)
May 28	Last day to withdraw with WP/WF instead of a grade
May 29	<i>Last day to apply for a spring quarter diploma/certificate</i>
June 12	Last day of classes
June 15&16	Examination Days
June 17-30	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
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 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 Accrediting Commission of the Council on Occupational Education.

Coosa Valley Tech

785 Cedar Avenue • Rome, Georgia 30161

1151 Highway 53 Spur SW • Calhoun, Georgia 30701

10/1997


The CATALOG

... and handbook for new students

1997-98
Admissions,
Course Outlines
and Financial Aid for
Credit Programs at

Coosa Valley
Technical Institute

- *Rome/Floyd County Campus*
- *Calhoun/Gordon County Campus*



Diploma Programs
Certificate Programs
Associate Degree Options

Welcome to the 1997-98 *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. Ray Brooks
President
Coosa Valley Technical Institute

