

# The CATALOG

... and handbook for new students


1999-2000

Admissions,  
Course Outlines  
and Financial Aid for  
Credit Programs at

*Coosa Valley*

Technical Institute

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



Diploma Programs

Certificate Programs

Associate Degree Options

Welcome to the 1999-2000 *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.



*Craig McDaniel*

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.

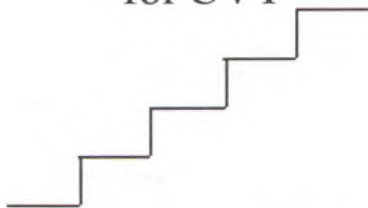
Craig McDaniel  
President  
Coosa Valley Technical Institute

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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 may 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:**

Approximately 2-3 weeks after your application is filed, you will receive your *Student Aid Report (SAR)*. If you have any questions, bring it to the CVT financial aid office. Otherwise, CVT will receive the information electronically and you may retain your SAR for your records.

**Student Services  
Office of Financial Aid**

**706-295-6942**

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## **STUDENTS WITH DISABILITIES**

If you require any special accommodations, please notify your instructor or the ADA Coordinator. Hearing impaired individuals may communicate with the school by calling 1-800-255-0056. 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, 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.

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## CAMPUS LOCATIONS

Craig McDaniel, President

*Coosa Valley Technical Institute Rome/Floyd County Campus*  
One Maurice Culberson Drive, Rome, GA 30161

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

*Coosa Valley Technical Institute Rockmart/Polk County Campus*  
466 Brock Road, Rockmart, Georgia 30153

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## 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) 295-6958

Adult Education/GED (706) 295-6973

**Other Information:**

Financial Aid (706) 295-6936

JTPA Programs (706) 295-6935

New Connections Program (706) 802-5040

### *Calhoun/Gordon County 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

### *Polk County Campus*

**Switchboard:** (770) 684-5696

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

**Admissions Information:**

Diploma Programs (770) 684-5696

Student Services (770) 684-2659

**Other Information:**

Adult Education/GED (770) 684-7521

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

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

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

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

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## ADMISSIONS

### Admissions Policy

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.
- Rockmart/Polk County Campus 684-5696 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. See: Grievance Procedure in this publication.(page 41)

### **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.

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

### ***Advisement***

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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***

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

Evening students may not enroll after the first week of the quarter. Students who enter classes late may be required to make up the work that was missed. A late charge fee will be assessed after the last registration date for returning students.

### ***Schedule Changes***

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

#### **Abandoning Course Work**

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

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

#### **Dropping a Class or Classes**

Withdrawal from a class will result in one of the following symbols being reported on your record:

WP - Withdrew Passing      WF - Withdrew Failing  
WD - Withdrew on or before midpoint of the class schedule



See Satisfactory Progress (page34) to discover how these symbols will affect your grade average. See Veterans Attendance to see how eligibility is affected. A student should complete a *Drop/Add* form which is available in the Student Services Office.

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

#### **Withdrawal From School**

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

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

#### **Program Transfers**

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

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

## SCHOOL EXPENSES

### *Tuition and Fees*

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

<b>Registration</b>	\$21	a quarter for diploma and/or technical certificate classes.
<b>Activity Fee:</b>	\$20	a quarter for 12 or more hours;
	\$10	a quarter for less than 12 hours.
<b>Late Fee:</b>	\$10	assessed to all schedule students after the last registration date.
<b>Tuition:</b>	\$276	for full-time which is 12 quarter hours or more. <i>Less than full-time \$23 per quarter hour.</i>
<b>Graduation:</b>	\$25	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 and diploma levels; continuing education; and customized business and industry training.

## **Our Vision**

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

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

## **Philosophy and Purpose**

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

## **History**

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

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

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

# 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 day schedule. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available. *Note: The quarter in which courses are offered may vary; thereby requiring more than four quarters for completion.*

### Core/Occupational Curriculum Requirements (18Credits)

(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 Polk County Campus

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

	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**

**ADVANCED AIR CONDITIONING TECHNOLOGY**

**Campus Availability** • *Coosa Valley Tech Polk County Campus*

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

**First Quarter** **Credit Hrs**

ACT 208 Commercial Refrigeration Design	4
ACT 209 Commercial Refrigeration Application	8
ACT 210 Troubleshooting & Servicing Commercial Refrigeration	4
ACT 211 Commercial Refrigeration Internship	12

**Credits required for graduation: 111**

**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 day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

**First Quarter** **Credit Hrs**

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*

	<b>Credit Hrs</b>
<b>First Quarter</b>	
ENG 101 English	5
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
ACR 100 Safety	1
ACR 101 Automobile Components Identification	3
ACR 102 Equipment and Hand Tools Identification	1
ACR 104 Mechanical and Electrical Systems	2
ACR 105 Body Fiberglass, Plastic, and Rubber Repair Techniques	3
<b>Second Quarter</b>	
ACR 106 Welding and Cutting	3
ACR 107 Trim, Accessories, and Glass	2
ACR 109 Damage Identification and Assessment	3
ACR 110 Minor Collision Repair	2
ACR 130 Sanding, Priming, and Paint Preparation	4
ACR 131 Acrylic Lacquer Refinishing Application	3
<b>Third Quarter</b>	
ACR 132 Special Refinishing Application	4
ACR 133 Acrylic Enamels Refinishing Application	6
<b>Fourth Quarter</b>	
ACR 134 Urethane Enamels Refinishing Application	6
ACR 135 Tint and Match Colors	6
<i>and</i> Occupationally Related Electives	2
<b>Credits required for graduation</b>	<b>64</b>

## AUTOMOTIVE 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.*

	<b>Credit Hours</b>
<b>First Quarter</b>	
AUT 100 Introduction to Automotive Technology	3
AUT 106 Introduction to Automotive Electrical Systems	5
AUT 107 Starting and Charging Systems	4
AUT 109 Electrical/Electronic Instrumentation	6
<b>Second Quarter</b>	
AUT 108 Ignition Systems	6
AUT 111 Fuel and Exhaust Systems	5
AUT 112 Emissions Control Systems	5
<b>Third Quarter</b>	
AUT 102 Brake Systems	6
AUT 113 Anti-Lock Brake Systems	3
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
<b>Fourth Quarter</b>	
AUT 103 Suspension and Steering	4
AUT 114 Front and Rear Suspension	5
AUT 115 Four-Wheel Alignment	5
ENG 101 English	5
<i>and</i> Occupationally Related Electives	3
<b>Credits required for graduation</b>	<b>73</b>

## 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.*

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

## **BUSINESS AND OFFICE TECHNOLOGY**

### **Campus Availability**

#### **• Coosa Valley Tech Rome/Calhoun/Rockmart Campuses**

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

### **Core/Occupational Curriculum Requirements (45 Credits)**

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

	<b>Credit Hrs</b>
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 <i>(Be in final quarter of program)</i>	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)
	<b>Credits required for graduation:</b>	<b>81</b>

**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)
	<b>Credits required for graduation:</b>	<b>81</b>

## 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 classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

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



# COMPUTER INFORMATION SYSTEMS

## Campus Availability

1. Computer Programming-Rome Campus
2. Microcomputer Specialist-Rome, Calhoun, Rockmart
3. Networking Specialist- Rome Campus

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

(Prerequisites in parentheses—*Corequisite in Italics*)

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 <b>one</b> of the following language courses:		7
CIS 113	COBOL Programming I	(CIS 105)	
CIS 157	Introduction to Windows Program- ming Using Visual BASIC	(CIS 105)	
CIS 250	RPG I Programming	(CIS 105)	
CIS 253	BASIC Programming I	(CIS 105)	
CIS 255	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, CIS 103, Cis 106, or Inst Appvl)	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, CIS 103, Cis 106, or Inst Appvl)	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. *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
<b>Credits required for graduation:</b>		<b>68</b>

## DIAGNOSTIC MEDICAL SONOGRAPHY

### Campus Availability

• Coosa Valley Tech Rome/ Floyd County Campus

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

First Quarter		Credit Hrs
ENG 101	English (Institutional Pre-requisite)	5
MAT 103	Algebraic Concepts (Institutional Pre-requisite)	5
PSY 100	Psychology (Institutional Pre-requisite)	3
DMS 101	Introduction to Sonography & Patient Care	5
DMS 102	Sonographic Physics I	4
DMS 104	Cross Sectional Anatomy	3

<b>Second Quarter</b>	
DMS 120 Pelvic Sonography & Pathology	4
DMS 125 Abdominal Sonography & Pathology	4
DMS 103 Sonographic Physics 2	2
DMS 111 Clinical Sonography 1	4
<b>Third Quarter</b>	
DMS 121 Normal Obstetric Sonography	4
DMS 122 Fetal & Neonatal Anomalies	3
DMS 112 Clinical Sonography	7
<b>Fourth Quarter</b>	
DMS 126 High Resolution Imaging	3
DMS 127 Interventional Sonography	3
DMS 113 Clinical Sonography	7
<b>Fifth Quarter</b>	
DMS 142 Case Study & Journal Review	1
DMS 130 Introduction to Vascular Sonography	4
DMS 114 Clinical Sonography 4	7
<b>Sixth Quarter</b>	
DMS 143 Comprehensive Registry Review	3
DMS 115 Clinical Sonography 5	9
<b>Credits required for graduation:</b>	<b>90</b>

## 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 day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

	Credit Hrs
<b>First Quarter</b>	
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
<b>Second Quarter</b>	
MAT 104 Geometry and Trigonometry	5
DDF 102 Size and Shape Description I	5
DDF 103 Size and Shape Description II	5
DDF 105 Auxiliary Views	3
<b>Third Quarter</b>	
DDF 106 Fasteners	3
DDF 107 Introduction to CAD	6
DDF 108 Intersections and Development	5
<b>Fourth Quarter</b>	
DDF 109 Assembly Drawings I	5
DDF 111 Intermediate CAD	6
DDF 112 3-D Drawing and Modeling	6
and Related Electives	3
<b>Credits required for graduation:</b>	<b>74</b>

## EARLY CHILDHOOD CARE & EDUCATION

### 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 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.*

	Credit Hrs
<b>Program Outline</b>	
ENG 101 English	5
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
SCT 100 Introduction to Microcomputers	3
ECE 101 Introduction to Early Childhood Care and Education	5

ECE 103	Human Growth and Development	5
ECE 105	Health, Safety, and Nutrition	5
ECE 112	Curriculum Development	4
ECE 113	Art for Children	3
ECE 114	Music and Movement	3
ECE 115	Language Arts & Literature (ECE 112, ECE 103, ENG 101)	5
ECE 116	Math & Science (ECE 103, ECE 112, MAT 100)	5
ECE 121	Early Childhood Care and Education Practicum I	3
ECE 122	Early Childhood Care and Education Practicum II	3
ECE 123	Parent Involvement	3
ECE 124	Early Childhood Care and Education Internship	12
	<b>Credits required for graduation:</b>	<b>72</b>

## ELECTRICAL CONSTRUCTION AND MAINTENANCE

### Campus Availability • Coosa Valley Tech Rome Campus

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

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

## 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 day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

<b>Core Courses</b>		<b>Credit Hrs</b>
ENG 101	English	5
MAT 101	General Mathematics	5
PSY 100	Interpersonal Relations	3
<b>Fundamental Technical Courses</b>		
ELT 106	Electrical Prints, Schematics, Symbols	3
ELT 119	Electricity Principles II	4
ELT 120	Residential Wiring I	5
ELT 121	Residential Wiring II	5
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4
SCT 100	Introduction to Microcomputers	3

### Specific Technical Courses

ELT 107 Commercial Wiring I	4
ELT 108 Commercial Wiring II	4
ELT 109 Commercial Wiring III	4
ELT 111 Single Phase and Three Phase Motors	5
ELT 112 Variable Speed/Low Voltage Controls	5
ELT 113 Programmable Logic Control I	4
ELT 114 Programmable Logic Control II	2
ELT 115 Diagnostic Trouble Shooting	2
ELT 116A Transformers (part A)	2
ELT 116B Transformers (part B)	2
ELT 117A National Electrical Code Industrial Applications (part A)	2
ELT 117B National Electrical Code Industrial Applications (part B)	2
ELT 118 Electrical Controls	5
xxx xxx Technical Electives	3
<b>Credits required for graduation</b>	<b>85</b>

## INDUSTRIAL MAINTENANCE

### Electrical Specialization

#### Campus Availability

- Coosa Valley Tech Rome/Floyd County Campus
- Pending for 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 day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

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

## INDUSTRIAL MAINTENANCE

### Mechanical Specialization

#### Campus Availability

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

Core Courses	Credit Hrs
MAT 103 Algebraic Concepts	5
ENG 101 English	5

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

## 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 day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

	Credit Hrs
<b>First Quarter</b>	
MAT 101 General Mathematics	5
MCH 101 Introduction to Machine Tool	6
MCH 102 Blueprint Reading for Machine Tool	5
MCH 109 Lathe Operations I	7
<b>Second Quarter</b>	
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
<b>Third Quarter</b>	
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
<b>Fourth Quarter</b>	
MCH 107 Characteristics of Metal/Heat Treat.	4
MCH 112 Surface Grinder Operations	6
MCH 151 Machine Tool Technology Internship	5
<b>Credits required for graduation:</b>	<b>85</b>

## 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	7
MCA 203 Advanced Milling II	6
MCA 205 Advanced Lathe Operations I	7
MCA 207 Advanced Lathe Operations II	6
MCA 208 Advanced Grinding I	4
MCA 209 Advanced Grinding II	3
and Electives	5
<b>Total credits required for graduation:</b>	<b>123</b>

<i>Computer Numerical Control Specialization</i>	
MCA 211 CNC Fundamentals	7
MCA 213 CNC Mill Manual Programming	7
MCA 215 CNC Lathe Manual Programming	7
MCA 217 CNC Practical Applications	6
MCA 219 CAD/CAM Programming	6
<i>and</i> Electives	5
<b>Total credits required for graduation:</b>	<b>123</b>

<i>Tool &amp; Die Specialization</i>	
MCA 220 Die Design I	7
MCA 221 Die Construction I	5
MCA 223 Die Design II	7
MCA 224 Die Construction II	5
MCA 226 Machining Math III	5
MCA 228 Characteristics of Metal/Heat Treat. II	4
<i>and</i> Electives	5
<b>Total credits required for graduation:</b>	<b>123</b>

## 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 day schedule. Day and evening classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline; thereby requiring more than four quarters for completion.*

<b>Program Outline</b>	<b>Credit Hrs</b>
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 102 Legal Environment for Supervisors	5
MSD 104 Personnel Administration for Supervisors	5
MSD 106 Counseling and Disciplinary Actions	5
MSD 107 Training and Performance Evaluation	5
MSD 108 Management & Supervisory Seminar (MSD 103)	5
MSD 110 Management & Supervision	3
Occupationally Based Instruction I (MKT 101, ENG 111)	3
xxx xxx Essential Electives (select a minimum of 20 hours)	
MSD 101 Interpersonal Employee Relations	5
MSD 103 Leadership and Decision Making	5
MSD 105 Labor Law and Labor Relations	5
MSD 150 Production Management	5
MSD 151 Personal Development for Supervisors	5
MSD 152 Project Management	5
MSD 154 Organizational Communications & Information Technology	5
MSD 156 Supervision in a Service Environment	5
MSD 157 Total Quality Management Principles	5
MSD 160 Business Plan Development	5
<b>Credits required for graduation:</b>	<b>84</b>

## 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 day schedule. Day and evening classes are offered. New students are admitted quarterly. An associate degree option is available.

*Note: The quarter in which courses are offered may vary from the following curriculum outline; thereby requiring more than four quarters for completion.*

	<b>Credit Hrs</b>
<b>First Quarter</b>	
ENG 111 Business English	5
MKT 100 Introduction to Marketing	5
MKT 103 Business Law	5
MKT 106 Fundamentals of Selling	5
MKT 109 Visual Merchandising	4
SCT 100 Introduction to Microcomputers	3
<b>Second Quarter</b>	
ENG 112 Business Communications (ENG 111)	5
MAT 111 Business Math	5
MKT 101 Principles of Management	5
MKT 107 Buying	5
<b>Third Quarter</b>	
MKT 104 Principles of Economics	5
MKT 108 Advertising	4
MKT 110 Entrepreneurship	8
ACT 101 Principles of Accounting I	6
<b>Fourth Quarter</b>	
PSY 100 Interpersonal Relations	3
MKT 130 Marketing Admin. Occupationally-Based Instruction I	3
MKT 131 Marketing Admin. Occupationally-Based Instruction II	3
<i>and</i> Occupationally Related Electives	9
<b>Credits required for graduation:</b>	<b>88</b>

## 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. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

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

## 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. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*



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

## PRACTICAL NURSING

### 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. A day class schedule is offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

	Credit Hrs
<b>First Quarter</b>	
ENG 101 English	5
MAT 101 General Mathematics	5
PSY 101 Psychology	5
AHS 101 Anatomy and Physiology	5
SCT 100 Introduction to Microcomputers	3
<b>Second Quarter</b>	
AHS 102 Drug Calculation and Administration	3
AHS 103 Nutrition and Diet Therapy	2
NSG 111 Nursing Fundamentals	13
<b>Third Quarter</b>	
NPT 112 Medical-Surgical Nursing I Practicum	7
NSG 112 Medical Surgical Nursing I	9
<b>Fourth Quarter</b>	
NPT 113 Medical-Surgical Nursing II Practicum	7
NSG 113 Medical-Surgical Nursing II	9
<b>Fifth Quarter</b>	
NPT 214 Maternal-Child Nursing Practicum	4
NSG 214 Maternal-Child Nursing	10
NPT 215 Nursing Leadership Practicum	2
NSG 215 Nursing Leadership	2
<b>Credits required for graduation:</b>	<b>91</b>

## 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.*

	Credit Hrs
<b>First Quarter</b>	
ENG 101 English	5

MAT 103 Algebraic Concepts	5
PSY 100 Interpersonal Relations	3
AHS 101 Anatomy and Physiology	5
AHS 109 Medical Terminology	3
<b>Second Quarter</b>	
RAD 101 Introduction to Radiography	6
RAD 104 Radiographic Procedures I	3
RAD 132 Introductory Clinical Radiography I	4
AHS 152 Advanced Anatomy and Physiology (suggested elective credit)	5
<b>Third Quarter</b>	
RAD 106 Radiographic Procedures II	3
RAD 107 Principles of Radiographic Exposure I	4
RAD 133 Introductory Clinical Radiography II	7
<b>Fourth Quarter</b>	
RAD 109 Radiographic Procedures III	3
RAD 111 Radiologic Science I	5
RAD 116 Principles of Radiographic Exposure II	3
RAD 134 Intermediate Clinical Radiography I	7
<b>Fifth Quarter</b>	
RAD 113 Radiographic Procedures IV	2
RAD 114 Radiologic Science II	2
RAD 135 Intermediate Clinical Radiography II	7
DIS 150 Elective: Directed Individual Study	1
<b>Sixth Quarter</b>	
RAD 117 Radiographic Imaging Equipment	4
RAD 118 Special Radiologic Procedures	3
RAD 136 Intermediate Clinical Radiography III	7
<b>Seventh Quarter</b>	
RAD 119 Radiographic Pathology	2
RAD 120 Principles of Radiation Biology & Protection	5
RAD 137 Advanced Clinical Radiography I	9
<b>Eighth Quarter</b>	
RAD 126 Radiologic Technology Review	4
RAD 138 Advanced Clinical Radiography II	9
<b>Credits required for graduation:</b>	<b>126</b>

## 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. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

	Credit Hrs
<b>First Quarter</b>	
ENG 101 English	5
MAT 101 General Mathematics	5
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
<b>Second Quarter</b>	
RES 103 Respiratory Therapy Equipment	5
RES 104 Cardiopulmonary Anatomy and Physiology	5
RES 106 Pharmacology	5
RES 107 Patient Assessment	2
<b>Third Quarter</b>	
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
<b>Fourth Quarter</b>	
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
<b>Fifth Quarter</b>		
RES 116	Neonatal/Pediatric Respiratory Care	3
RES 117	Pulmonary Rehabilitation	1
RES 120	Respiratory Therapy Seminar	2
RES 125	Respiratory Critical Care II	10
<b>Credits required for graduation:</b>		<b>93</b>

## WELDING AND JOINING TECHNOLOGY

### 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.*

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

### Associate Degree Options

Graduates from 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. Joint programs have been developed specifically for students in the following diploma areas.

- Business
- Health Occupations

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 \$23 per credit hour. Due to the extra expense of hiring adjunct instructors, tuition for Manufacturing Processes Certification, and Certified Customer Services Specialist technical certificate classes are expected to be higher than that charged for regular diploma classes.

## When Offered:

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

## ACCOUNTING DATA ENTRY CLERK

**Campus Availability** • Rome/Floyd County Campus  
• Calhoun/Gordon County Campus • Polk County Campus

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

Required Courses	(Prerequisite in parenthesis)	Credit Hrs
ACC 101	Principles of Accounting I	6
ACC 102	Principles of Accounting II (ACC101)	6
MTH 111	Business Math	5
BUS 101	Beginning Document Processing	5
SCT 100	Microcomputer Fundamentals (BUS101)	3
BUS 157	Electronic Calculators	3
<b>Credits required for graduation:</b>		<b>28</b>

## AUTO BODY REPAIR ASSISTANT

**Campus Availability** • 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
<b>Credits required for graduation:</b>		<b>21</b>

## AUTO DRIVEABILITY TECHNICIAN

**Campus Availability** • 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 repairers.

Required Courses	Credit Hrs	
AUT 108	Ignition Systems	6
AUT 111	Fuel and Exhaust Systems	5
AUT 112	Emission Control Systems	5
<b>Credits required for completion:</b>		<b>16</b>

## AUTO FRONT END ALIGNMENT & BRAKE SPECIALIST

**Campus Availability** • 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.

<b>Required Courses</b>		<b>Credit Hrs</b>
AUT 100	Introduction to Automotive Technology	3
AUT 102	Brake Systems	6
AUT 103	Suspension and Steering Systems	4
AUT 113	Anti-lock Brakes	3
<b>Credits required for completion:</b>		<b>16</b>

### **AUTO HEATING AND AIRCONDITIONING TECHNICIAN**

**Campus Availability** • *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 repairers.

<b>Required Courses</b>		<b>Credit Hrs</b>
AUT 100	Introduction to Automotive Technology	3
AUT 106	Introduction to Automotive Electrical Systems	5
AUT 109	Electrical Instrumentation	6
AUT 206	Heating and Air Conditioning Systems	6
<b>Credits required for completion:</b>		<b>20</b>

### **AUTOTUNE-UP, ELECTRICAL AND ELECTRONIC REPAIR**

**Campus Availability** • *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 repairers.

<b>Required Courses</b>		<b>Credit Hrs</b>
AUT 100	Introduction to Automotive Technology	3
AUT 106	Introduction to Automotive Electrical Systems	5
AUT 107	Starting and Charging Systems	4
AUT 108	Ignition Systems	6
AUT 109	Electrical Instrumentation	6
AUT 111	Fuel and Exhaust Systems	5
AUT 112	Emission Control Systems	5
<b>Credits required for completion:</b>		<b>34</b>

### **BASIC MOTOR CONTROLS**

**Campus Availability** • *Rome/Floyd County Campus*

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

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

### **BASIC PLC TRAINING**

**Campus Availability** • *Rome/Floyd County Campus*

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

<b>Required Courses</b>		<b>Credit Hrs</b>
PLC 113	Programmable Logic Control I	4
PLC 114	Programmable Logic Control II	2
ELT 115	Diagnostic Troubleshooting	2
SCT 100	Introduction to Microcomputers	3
IMT 126	PLC Practicum	4
<b>Credits required for completion:</b>		<b>15</b>

### **BASIC STRUCTURAL STEEL WELDING**

**Campus Availability** • *Rome/Rockmart Campuses*

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

<b>Required Courses</b>		<b>Credit Hrs</b>
WLD 100	Introduction to Welding	6
WLD 101	Oxy-fuel Cutting	4
WLD 104	Shielded Metal Arc Welding I	6
WLD 105	Shielded Metal Arc Welding II	6

WLD 106	Shielded Metal Arc Welding III	6
WLD 153	Flux Core Arc Welding	4
	<b>Credits required for graduation:</b>	<b>32</b>

### BUSINESS COMPUTER APPLICATIONS

**Campus Availability** • *Rome/Calhoun/Rockmart Campuses*

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

<b>Required Courses</b> (Prerequisite in parenthesis)		<b>Credit Hrs</b>
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
	<b>Credits required for graduation:</b>	<b>37</b>

### BUSINESS DATA ENTRY CLERK

**Campus Availability** • *Rome/Calhoun/Rockmart Campuses*

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

<b>Required Courses</b> (Prerequisite in parenthesis)		<b>Credit Hrs</b>
BUS 101	Keyboarding/Typewriting	5
SCT 100	Introduction to Microcomputers	3
BUS 157	Electronic Calculators	3
XXX ---	Elective Credits	5
	<b>Credits required for graduation:</b>	<b>16</b>

### CABINETMAKING FUNDAMENTALS

**Campus Availability** • *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.

<b>Required Courses</b>		<b>Credit Hrs</b>
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
	<b>Credits required for graduation:</b>	<b>24</b>

### ADVANCED CABINETMAKING FUNDAMENTALS

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

<b>Required Courses</b>		<b>Credit Hrs</b>
CAB 104	Wood Joints	3
CAB 105	Finishing Methods	6
CAB 107	Door, Drawer, and Hardware Installation	5
CAB 108	Cabinet Assembly III	5
CAB 109	Plastic Laminates and Wood Veneers	2
CAB 110	Cabinet Finishing and Installation	4
	<b>Credits required for graduation:</b>	<b>25</b>

### CAD OPERATOR MECHANICAL

**Campus Availability**

• *Coosa Valley Tech Rome/Floyd County Campus*

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

<b>Required Courses</b>		<b>Credit Hrs</b>
SCT 100	Introduction to Microcomputers	3

DDF 106	Fasteners	3
DDF 107	Introduction to CAD	6
DDF 109	Assembly Drawings I	5
DDF 111	Intermediate CAD	6
DDF 112	3-D Drawing and Modeling	6
<b>Credits required for graduation:</b>		<b>29</b>

### **CERTIFIED CUSTOMER SERVICE SPECIALIST**

**Campus Availability** • *Service Industry Academy/Broad St. Rome, Ga. • 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.

<b>Required Courses</b>		<b>Credit Hrs</b>
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
<b>Credits required for graduation:</b>		<b>15</b>

### **CERTIFIED MANUFACTURING SPECIALIST**

**Campus Availability** • *Rome/Calhoun Campuses*

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

<b>Required Courses</b>		<b>Credit Hrs</b>
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
<b>Credits required for graduation:</b>		<b>15</b>

### **CHILD DEVELOPMENT ASSOCIATE I**

**Campus Availability** • *Calhoun/Gordon County Campus*

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

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

### **COMMERCIAL ELECTRICIAN ASSISTANT**

**Campus Availability** • *Rome/Floyd County Campus*

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

<b>Required Courses</b>		<b>Credit Hrs</b>
ELT 107	Commercial Wiring I	4
ELT 108	Commercial Wiring II	4
ELT 109	Commercial Wiring III	4
ELT 109	National Electric Code Industrial Applications	4
<b>Credits required for graduation</b>		<b>16</b>

### **COMPUTER ASSISTED DRAFTING**

**Campus Availability** • *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.

<b>Required Courses</b>		<b>Credit Hrs</b>
MAT 103	Algebraic Concepts	5
DDF 101	Introduction to Drafting	6
DDF 102	Size & Shape Description I	5

DDF 103	Size & Shape Description II	5
DDF 105	Auxiliary Views	3
DDF 106	Fasteners	3
DDF 107	Introduction To CAD	6
DDF 109	Assembly Drawing I	5
DDS 202	Advanced CAD	6
DDF 112	3-D Modeling and Drawing	6
<b>Credits required for graduation:</b>		<b>50</b>

### COMPUTERIZED ACCOUNTING

**Campus Availability** • *Rome/Floyd County Campus*

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

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

### ELECTRICAL TECHNICIAN

**Campus Availability**

• *Coosa Valley Tech Rome/Floyd County Campus*

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

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

### EMERGENCY MEDICAL TECHNICIAN (EMT)

**Campus Availability** • *Rome/Floyd County Campus*

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

<b>Required Courses</b>	<b>Credit Hrs</b>	
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
<b>Credits required for graduation:</b>		<b>30</b>

### GAS METAL ARC WELDING

**Campus Availability** • *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 welders.

<b>Required Courses</b>	<b>Credit Hrs</b>	
WLD 100	Introduction to Welding	6
WLD 101	Oxyfuel Cutting	4
WLD 109	Gas Metal Arc Welding	6
<b>Credits required for completion:</b>		<b>16</b>



## GAS TUNGSTEN ARC WELDING

**Campus Availability** • 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 welders.

<b>Required Courses</b>		<b>Credit Hrs</b>
WLD 103	Blue Print Reading I	3
WLD 108	Blue Print Reading II	3
WLD 110	Gas Tungsten Arc Welding	4
WLD 150	Advanced Gas Tungsten Arc Welding	5
<b>Credits required for completion:</b>		<b>15</b>

## INDUSTRIAL CONSTRUCTION-Electrician

**Campus Availability** • 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.

<b>Required Courses</b>		<b>Credit Hrs</b>
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
<b>Credits required for graduation</b>		<b>38</b>

## MEDICAL CODING

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

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

<b>Required Courses</b> (Prerequisite in parenthesis)		<b>Credit Hrs</b>
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
<b>Credits required for graduation:</b>		<b>33</b>

## MEDICAL RECEPTIONIST

**Campus Availability** • Rome, Rockmart Campuses

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

<b>Required Courses</b> (Prerequisite in parenthesis)		<b>Credit Hrs</b>
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
<b>Credits required for graduation:</b>		<b>25</b>

## MEDICAL TRANSCRIPTION

**Campus Availability** • Rome/Calhoun/Rockmart Campuses

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

<b>Required Courses</b>	<b>(Prerequisite in parenthesis)</b>	<b>Credit Hrs</b>
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
<b>Credits required for graduation:</b>		<b>33</b>

### **NAIL TECHNICIAN**

**Campus Availability** • *Rome/Floyd County Campus*

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

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

### **OFFICE ASSISTANT**

**Campus Availability** • *Rome, Calhoun, Rockmart Campuses*

A certificate is awarded after successful completion of 39 credit hours selected from CVT's diploma program in Information & Office Technology.

<b>Required Courses</b>	<b>Credit Hrs</b>	
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 Microcomputers	3
XXX XX	Electives	8
<b>Credits required for graduation:</b>		<b>39</b>

### **PC REPAIR AND INSTALLATION**

**Campus Availability** • *Rome/Floyd County Campus*

Program prepares students for entry-level positions in PC repair and installation.

<b>Required Courses</b>	<b>Credit Hrs</b>	
CIS 103	Operating Systems Concepts	5
CIS 106	Computer Concepts	5
CIS 122	Microcomputer Installation and Maintenance	7
CIS 266	Preparation for A+ Certification	7
SCT 100	Introduction to Microcomputers	3
<b>Credits required for completion:</b>		<b>27</b>

### **PC SOFTWARE SPECIALIST**

**Campus Availability** • *Rome & Calhoun Campuses*

Program prepares students for basic use of Personal Computer.

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

## PAINT AND FINISHING OPERATIONS

### Campus Availability • 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.

Required Courses	Credit Hrs
ACR 100 Safety	1
ACR 132 Special Refinishing Applications	4
ACR 131 Acrylic Lacquer Refinishing Application	3
ACR 132 Special Refinishing Application	4
ACR 133 Acrylic Enamels Refinishing Application	6
ACR 134 Urethane Enamels Refinishing Application	6
<b>Credits required for graduation:</b>	<b>24</b>

## PATIENT CARE ASSISTANT

### Certified Nursing Assistant

### Campus Availability • Rome & Calhoun Campuses

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
<b>Credits required for graduation:</b>	<b>16</b>

## RETAIL DEPARTMENT MANAGEMENT

### Campus Availability

### • Coosa Valley Tech Rome/Floyd County Campus

This program leads to a certificate and provides a good introduction into the field of retail management. Day and evening classes are offered.

Required Courses	Credit Hrs
ENG 111 Business English	5
MAT 111 Business Math	5
MKT 100 Introduction to Marketing	5
MKT 101 Principles of Management	5
MKT 106 Fundamentals of Selling	5
MKT 125 Retail Operation Management	5
<b>Credits required for graduation:</b>	<b>30</b>

## SPECIAL AIRCRAFT REFINISHING

### Campus Availability • 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.

Required Courses	Credit Hrs
SCT 100 Introduction to Microcomputers	3
MAT 101 General Mathematics	5
ACR 100 Safety	1
ACR 132 Special Refinishing Applications	4
MCH 102 Blueprint Reading for Machine Tool I	5
<b>Credits required for graduation:</b>	<b>18</b>

## SUPERVISORY & MANAGEMENT DEVELOPMENT

### Campus Availability • Calhoun/Gordon County Campus

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

Required Courses	Credit Hrs
MKT 101 Principles of Management	5
MSD 102 Legal Environment For Supervisors	5
MSD 103 Leadership & Decision Making	5
MSD 107 Training & Performance Evaluations	5
PSY 100 Interpersonal Relations	3
<b>Credits required for graduation:</b>	<b>23</b>

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## ACADEMIC INFORMATION

### *The Grading System*

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

90-100	A	INC	Incomplete
80-89	B	IP	Class in Progress
70-79	C	WP	Withdrew Passing
65-69	D	WF	Withdrew Failing
0-65	F	WD	Withdrew on or before midpoint of the quarter
		AU	Audited Course

### *Academic Status*

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

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

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

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

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

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

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

#### **President's List**

A quarterly GPA of 4.0 with a course load of at least 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.

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### ***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.

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## STUDENT CONDUCT

### Conduct Irregularity

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

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

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

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

### **Disorderly Assembly**

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

### **Disorderly Conduct**

1. Behavior which disturbs the academic pursuits, or infringes upon the privacy, rights, or privileges of other persons is prohibited.
- 2a. No person shall push, strike, physically assault or threaten any member of the faculty, staff, student body, or any visitor. Nor shall any person or persons harass or attempt to harass by banter, ridicule, criticism, humiliation, or any other unreasonable physical or mental technique any other member of the CVT community, individually or collectively.
- 2b. No member of the CVT community may sexually harass another.
3. Drunken misbehavior on or in CVT property or functions sponsored by CVT or any recognized CVT organization is prohibited.

### **Falsification of Records**

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

### **Drugs and Narcotics**

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

### ***Drugs***

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This statement is designed to emphasize, in fairness to all members of the CVT community, the serious and/or dangerous consequences resulting from the illegal use, possession or distribution of marijuana, LSD or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates and tranquilizers, which are sometimes prescribed for medical purposes.

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

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

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

### ***Gender Harassment***

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

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

### ***Discrimination Complaints***

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



### Disciplinary Appeal

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

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## GENERAL INFORMATION

### Student Activities

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 semi-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 \$25 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) 295-6702

### ***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.

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## COMPLIANCE

### *Equal Opportunity Statement*

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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, Steve Bradshaw; Section 504 and/or ADA, David Cox. Inquiries concerning these laws should be addressed to the above individuals and mailed to One Maurice Culberson Drive, Rome, Georgia 30161.

### *Grievance Procedure for Complaints*

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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:

Dr. Steve Bradshaw, Title IX, Equity Coordinator  
Dr. David Cox, Section 504 Administrator/ADA Coordinator  
Dr. Dottie Gregg, 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 influences—it is incumbent upon our institution to publicize as widely as possible our:

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

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## STUDENT RIGHT TO KNOW

### Enrollment and Completion Data • Crime on Campus

#### Determining The Follow-up Group

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

#### Full- and Part-Time Graduation Data

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

- 87 completed all requirements for graduation
- 6 were still enrolled and scheduled to complete in FY 98
- 47 completed more than half of the course work in their program
- 153 completed less than one-half of the course work in their program

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

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

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

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

## CAMPUS SECURITY

A report of crime on campus in 1998-99

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** - Maximum yearly award is \$3,125 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: 2 to 3 weeks are needed to determine eligibility. Apply at least three (3) weeks prior to beginning of quarter for processing payment. Payment for fees is in the form of a credit, the remainder in a check disbursed at the end of the quarter.

**HOPE Grant** - (Helping Outstanding Pupils Educationally) provides financial assistance to students attending Georgia institutions of higher learning. The HOPE Program is funded by the Georgia Lottery for Education. Students seeking a 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.

## **CAREER CENTER**

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

### **Career Guidance**

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

### **Job Readiness/Job Search**

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

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

### **Remediation and Learning Opportunities**

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

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

### **Resource Center/Library**

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

### **Hours**

The Career Center is open between 8 AM and 4 PM, Monday - Friday.

- Evening training sessions are available by appointment on Tuesdays and Wednesdays.
- It is recommended that you make an appointment and reserve computer time due to the limited number of computers in the Career Center.
- Computers in the Career Center are provided for the purpose of career assessment and remediation only.

### **Information and Appointments**

Call the Career Center during the above hours. The phone number is 706-295-6854.

## 1999-2000 School Calendar

### 1999 - SUMMER QUARTER

- July 1-2 Faculty in-service (student holidays)
- July 5 Independence Day (school closed)
- July 6 Faculty in-service (student holiday)
- July 7 Classes begin
- Aug. 13 Faculty in-service (student holidays)
- Sept. 1 Last day to withdraw with WP/WF
- Sept. 2 *Last day to apply for a summer diploma/certificate*
- Sept. 6 Labor Day (school closed)
- Sept. 16 Last day of classes
- Sept. 17&20 Examination Days
- Sept. 21 Commencement Exercise (7:00 PM)
- Sept. 21-28 Faculty in-service (student holidays)

### 1999 - FALL QUARTER

- Sept. 29 Classes begin
- Oct. 29 Faculty in-service (student holiday)
- Nov. 24 Faculty in-service (student holiday)
- Nov. 25-26 Thanksgiving (school closed)
- Nov. 29 Last day to withdraw with WP/WF
- Nov. 30 *Last day to apply for a fall diploma/certificate*
- Dec. 13 Last day of classes
- Dec. 14&15 Examination Days
- Dec. 16-21 Faculty in-service (student holidays)
- Dec. 22-27 Christmas (school closed)
- Dec. 28-30 Faculty in-service (student holidays)
- Dec. 31 School closed

### 2000 - WINTER QUARTER

- Jan. 3 Holiday (school closed)
- Jan. 5 Faculty in-service (student holiday)
- Jan. 6 Classes begin
- Jan. 17 ML King Jr.'s B/day (school closed)
- Feb. 11 Faculty in-service (student holiday)
- Mar. 2 *Last day to apply for a winter diploma/certificate*
- Mar. 3 Last day to withdraw with WP/WF
- Mar. 17 Last day of classes
- Mar. 20 Commencement Exercises, (7 PM)
- Mar. 20&21 Examination Days
- Mar. 22-28 Faculty in-service (student holidays)

### 2000 - SPRING QUARTER

- Mar. 29 Classes begin
- April 21 Faculty in-service (student holiday)
- May 5 Faculty in-service (student holiday)
- May 25 Last day to withdraw with WP/WF
- May 26 *Last day to apply for a diploma/certificate*
- May 29 Memorial Day (school closed)
- June 9 Last day of classes
- June 12&13 Examination Days
- June 14-30 Faculty in-service (student holidays)

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

### Accreditation

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

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

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



