The CATALOG

... and handbook for new students

2000

Admissions, Course Outlines and Financial Aid for Credit Programs at

Coosa Valley Tech

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

Diploma Programs

Certificate Programs

Associate Degree Programs

Welcome to the 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 Tech

05/25/00

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How To Pay for CVT In Three Easy Steps!

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

• *Step Two:* You should complete the Free Application for Federal Student Aid (FAFSA) to apply for the Pell Grant. If you need help after the instructions or don't understand a question, please call the financial aid office at 295-6936 for help. If you need to visit the office, try to arrange your visit between 8 am and 4pm Monday - Thursday. Be sure to bring a copy of your latest income tax return.

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

Student Services
Office of Financial Aid

706-295-6942

STUDENTS WITH DISABILITIES

If you require any special accommodations, please notify your instructor or the ADA Coordinator. Hearing impaired individuals may communicate with the school by calling 1-800-255-0056. Also see page 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 49.

CAMPUS LOCATIONS

Craig McDaniel, President

Coosa Valley Tech Rome/Floyd County Campus
One Maurice Culberson Drive, Rome, GA 30161

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

Coosa Valley Tech Rockmart/Polk County Campus
466 Brock Road, Rockmart, Georgia 30153

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

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

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

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

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

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

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

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

ADMISSIONS

Admissions Policy

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

Requirements for Admission

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

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

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

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

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

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

Admission Procedures

1. If you are seeking to enter a degree,diploma or technical certificate program, report to the Administrative building for testing and completion of application materials.
    For test dates/times, call:
    • 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.

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-time to half-time status (or vice-versa).
c. Withdrawing from school.
Any overpayment to a student receiving VA benefits that results from the student's failure to comply with these regulations will become the student's obligation for repayment.

CLASS SCHEDULES - *Rules and Regulations*

Advisement

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

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

Late Registration

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

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

Schedule Changes

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

Abandoning Course Work

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

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

Dropping a Class or Classes

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

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

See Satisfactory Progress (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 or transfer campuses must complete a *Request for Transfer* form and have it approved by the proper school personnel. Transfers in this category may affect financial aid and VA recipients due to a change in the hours attended.

SCHOOL EXPENSES

Tuition and Fees

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

Registration	$23	a quarter for degree diploma and/or technical certificate classes.
Activity Fee:	$20 $10	a quarter for 12 or more hours; a quarter for less than 12 hours.
Late Fee:	$10	assessed to all schedule students after the last registration date.
Tuition:	$276	for full-time which is 12 quarter hours or more. *Less than full-time $23 per quarter hour.*

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

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

Nonresidents pay double tuition. Nonresidents (except from Alabama) are those who have not lived in Georgia continuously for the twelve months preceding registration for classes at 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, degree, 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.

Associate of Applied Technology Programs

RADIOLOGIC TECHNOLOGY
Associate Degree in Applied Technology

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

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

First Quarter	Credit Hrs
RAD 101 Introduction to Radiography	6
BIO 193 Anatomy and Physiology	5
MAT 191 College Algebra	5
RAD 108 Radiographic Procedures I	4

Second Quarter	
BIO 194 Anatomy and Physiology II	5
RAD 110 Radiographic Procedures II	4
RAD 111 Radiologic Science I	5
RAD 132 Introduction to Clinical Radiography I	4

Third Quarter	
RAD 107 Principles of Radiographic Exposure I	4
RAD 115 Radiologic Science II	3
RAD 112 Radiographic Procedures III	4
RAD 133 Introductory Clinical Radiography II	7

Fourth Quarter	
RAD 122 Radiographic Pathology & Medical Terminology	3
RAD 116 Principles of Radiographic Exposure II	3
RAD 134 Intermediate Clinical Radiography I	7
SCT 100 Introduction to Microcomputers	3

Fifth Quarter	
ENG 191 Composition and Rhetoric I	5
RAD 121 Radiographic Equipment	4
RAD 135 Intermediate Clinical Radiography II	7

Sixth Quarter	
PSY 191 Inttroduction to Psychology	5
SPC 191 Fundamentals of Speech	5
RAD 120 Principles of Radiation Biology & Protection	5
RAD 136 Intermediate Clinical Radiography III	7

Seventh Quarter	
RAD 118 Special Radiologic Procedures	3
RAD 137 Advanced Clinical Radiography I	9
RAD 139 Advanced Clinical Radiography III	1

Eighth Quarter	
RAD 126 Radiologic Technology Review	4
RAD 138 Advanced Clinical Radiography II	9
Credits required for graduation:	**136**

RESPIRATORY THERAPIST
Associate Degree in Applied Technology

Campus Availability

• *Coosa Valley Tech Rome/Floyd County Campus*

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

			Credit Hrs
First Quarter			
ENG	191	English Composition I	5
MAT	191	College Algebra	5
BIO	193	Anatomy and Physiology	5
Second Quarter			
BIO	194	Anatomy and Physiology II	5
SPC	191	Speech	5
PHY	190	Physics	5
PSY	191	Introduction to Psychology	5
Third Quarter			
BIO	197	Introuctory Microbiology	5
CHM	191	Chemistry	5
ENG	193	Composition and Rhetoric II	5
Fourth Quarter			
RTT	193	Cardiopulmonary Anatomy and Physiology	10
RTT	111	Pharmacology	5
SCT	100	Introduction to Microcomputers	3
Fifth Quarter			
RTT	112	Introductory Respiratory Therapy	5
RTT	113	Respiratory Therapy Lab I	5
RTT	209	Clinical Practice I	2
RTT	211	Pulmonary Disease	5
Sixth Quarter			
RTT	212	Critical Respiratory Care	5
RTT	213	Mechanical Ventilation Airway Care	5
RTT	214	Advanced Critical Care Monitoring	2
RTT	210	Clinical Practice II	2
RTT	218	Clinical Practice III	2
Seventh Quarter			
RTT	215	Pulmonary Function Testing	2
RTT	216	Neonatal/Pediatric Respiratory Care	3
RTT	227	Rehabilitation and Home Care	3
RTT	219	Clinical Practice IV	2
RTT	220	Clinical Practice V	5
Eighth Quarter			
RTT	217	Advanced Respiratory Care Seminar	5
RTT	222	Clinical Practice VI	10
		Credits required for graduation:	**130**

Associate Degree Programs

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.

Diploma Programs

ACCOUNTING

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 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 <u>one</u> of the following three options:

Option # I

ACC 104 Computerized Accounting (ACC 102, BUS 101)   3
    and BUS 105 Database Fundamentals (SCT 100)   3
    or an acceptable ACC course, institutional choice   (3)
    and 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
    and BUS 105 Database Fundamentals (SCT 100)   3
    or an acceptable ACC course, institutional choice   (3)
    and 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
    and BUS 105 Database Fundamentals (SCT 100)   3
    or an acceptable ACC course, institutional choice   (3)
    and ACC 106 Accounting Spreadsheet Fundamentals (SCT 100, MAT 111) 3
XXX   Electives   12
    Credits required for graduation: *(Mimimum)*   **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.*

First Quarter   **Credit Hrs**
ACT 100 Refrigeration Fundamentals   4

ACT 101 Principles & Practices of Refrigeration | 7
ACT 102 Refrigeration Systems Components | 7
MAT 101 General Mathematics | 5

Second Quarter
ACT 103 Electrical Fundamentals | 8
ACT 104 Electric Motors | 3
ACT 105 Electrical Components | 5
ACT 106 Electric Control Systems & Installation | 4

Third Quarter
ACT 107 Air Conditioning Principles | 6
ACT 108 Air Conditioning Systems & Installation | 3
ACT 109 Troubleshooting Air Conditioning Systems | 7
ENG 101 English | 5

Fourth Quarter
ACT 110 Gas Heating Systems | 5
ACT 111 Electric Heating Systems | 3
ACT 112 Heat Pumps | 3
PSY 100 Interpersonal Relations | 3
and 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 additonal technical training in commercial refrigeration.

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

AUTO COLLISION REPAIR
TECHNOLOGY
Major Collision Repair

Campus Availability
• *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
SCT 100 Introduction to Microcomputers | 3
ACR 100 Safety | 1
ACR 101 Automobile Components Identification | 3
ACR 102 Equipment and Hand Tools Identification | 1
ACR 104 Mechanical and Electrical Systems | 2
ACR 105 Body Fiberglass, Plastic, and Rubber Repair Techniques | 3
ACR 106 Welding and Cutting | 4

Second Quarter
ACR 107 Trim, Accessories, and Glass | 2
ACR 109 Damage Identification and Assessment | 3
ACR 110 Minor Collision Repair | 2
ACR 120 Conventional Frame Repair | 3
ACR 121 Unibody Identification/Damage Analysis | 2

Third Quarter
ACR 122 Unibody Measuring and Fixturing Systems | 2
ACR 123 Unibody Straightening Systems/Techniques | 4

ACR 124 Unibody Welding Techniques	2
ACR 127 Unibody Suspension and Steering Systems	2

Fourth Quarter

ACR 125 Unibody Structural Panel Repair/Replace	3
ACR 126 Conventional Body Structural Panel Repair	5
ACR 128 Bolt-on Body Panel Removal/Replacement	4
ACR 129 Major Collision Repair Internship/Practicium	3
and Occupationally Related Electives	3
Credits required for graduation:	70

AUTO COLLISION REPAIR TECHNOLOGY
Paint and Refinishing Specialization

Campus Availability
• *Coosa Valley Tech Rome/Floyd County Campus*

First Quarter | Credit Hrs

ENG 101 English	5
MAT 101 General Mathematics	5
PSY 100 Interpersonal Relations	3
ACR 100 Safety	1
ACR 101 Automobile Components Identification	3
ACR 102 Equipment and Hand Tools Identification	1
ACR 104 Mechanical and Electrical Systems	2
ACR 105 Body Fiberglass, Plastic, and Rubber Repair Techniques	3

Second Quarter

ACR 106 Welding and Cutting	3
ACR 107 Trim, Accessories, and Glass	2
ACR 109 Damage Identification and Assessment	3

Third Quarter

ACR 130 Sanding, Priming, and Paint Preparation	5
ACR 132 Special Refinishing Application	5
ACR 135 Tint & Match Colors	6

Fourth Quarter

ACR 134 Urethane Enamels Refinishing Application	6
ACR 136 Detailing	2
ACR 137 Paint and Refinishing Internship	3
and Occupationally Related Electives	3
Credits required for graduation	61

AUTOMATED MANUFACTURING TECHNOLOGY

Campus Availability
• *Coosa Valley Tech Calhoun/Gordon County Campus*

First Quarter | Credit Hrs

ENG 101 English	5
ENG 102 Technical Writing	5
MAT 103 Algebraic Concepts	5
MAT 104 Geometry & Trigonometry	5
PSC 150 Applied Physical Science	5
PSY 100 Interpersonal Relations	3
SCT 100 Introduction to Microcomputers	3
AMF 101 Electrical Fundamentals I	4
AMF 102 Electrical Fundamentals II	4
AMF 106 Introduction to Robotics	4
AMF 107 Machine Tool CNC Theory & Practice	3
AMF 108 Applied Hydraulics, Pneumatics, & Mechanisms	3
AMF 109 Analog Circuits	5
AMF 110 Introduction to Active Devices & Circuits	4
AMF 111 Intoduction to Digital Logic	4
AMF 113 Programmable Controllers	4
DDF 130 Engineering Graphics	3
AMF 103 Manufacturing Processes Survey	4
AMF 104 Introduction to Computer Programming for Flexable Manufacturing Systems	3

AMF 115 Mfg Control & Work Cell Interfacing	5
AMF 204 Intro to Microprocessor-Based Systems	3
AMF 206 Work Cell Design Laboratory	3
AMF 207 Flexible Manufacturing Systems I	4
AMF 208 Flexible Manufacturing Systems II	4
AMF 209 Flexible Manufacturing Systems Project	2
Credits required for graduation	**97**

AUTOMOTIVE FUNDAMENTALS
Campus Availability
• *Coosa Valley Tech Rome/Floyd County Campus*

This program leads to a diploma and is essentially equivalent to the first year of the Automotive Technology program. Day classes are offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

First Quarter   **Credit Hours**
AUT 120 Introduction to Automotive Technology	3
AUT 122 Electrical and Electronic Systems	6
AUT 124 Battery, Starting and Charging Systems	4
AUT 126A Engine Principles of Operation and Repair	3

Second Quarter
AUT 126B Engine Principles of Operation and Repair	3
AUT 128 Fuel, Ignition and Emission Systems	7
ENG 101 English	5

Third Quarter
AUT 130 Automotive Brake Systems	4
AUT 134 Drivelines	4
AUT 138 Manual Transmission/Transaxle	4
AUT 140A Electronic Engine Control Systems	4

Fourth Quarter
AUT 140B Electronic Engine Control Systems	4
AUT 142 Climate Control Systems	6
PSY 100 Interpersonal Relations	3

Fifth Quarter
MAT 101 General Mathematics	5
AUT 144 Introduction to Automatic Transmissions	4
AUT 132 Suspension and Steering	4
and Occupationally Related Electives	3
Credits required for graduation	**75**

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

First Quarter   **Credit Hours**
MAT 101 General Mathematics	5
SCT 100 Introduction to Microcomputers	3
ENG 101 English	5
AUT 120 Introduction to Automotive Technology	3
AUT 122 Electrical & Electronic Systems	6

Second Quarter
PSY 100 Interpersonal Relations	3
AUT 124 Battery, Starting & Charging Systems	4
AUT 126 Engine Principles of Operation & Repair	6
AUT 130 Automotive Brake Systems	4

Third Quarter
AUT 128 Fuel, Ignition, & Emission Systems	7
AUT 140 Electronic Engine Control Systems	7
AUT 142 Climate Control Systems	6

Fourth Quarter

AUT 134	Drivelines	4
AUT 144	Intro to Automatic Transmission	4
AUT 210	Automatic Transmission Repair	7

Fifth Quarter

AUT 132	Suspension and Steering	3
AUT 138	Manual Transmission/Transaxle	3
AUT 220	Automotive Tech Internship	6

Sixth Quarter

AUT 212	Advanced Electronic Transmission Diagnosis	3
AUT 214	Advanced Electronic Controlled Brake Systems Diagnosis	4
AUT 216	Advanced Electronic Controlled Suspension and Steering Systems	4
AUT 218	Advanced Electronic Engine Control Systems	4
Credits required for graduation		**105**

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. 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)   **Credit Hrs**

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

***and** 36 credits from one of the following specializations:*

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

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

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

ACC 101	Principles of Accounting	6
BUS 213	Medical Document Processing/ Transcription (BUS 102, BUS 211, ENG 111)	5

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

CARPENTRY

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

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

CONSTRUCTION MANAGEMENT

Campus Availability
• *Coosa Valley Tech Calhoun/Gordon County Campus*
This program leads to a diploma with the completion of the following schedule. Day classes are offered. New students are admitted quarterly.

Core/Occupational Requirements			**Credit Hrs**
MAT	103	Algebraic Concepts	5
SCT	100	Introduction to Microcomputers	3
PSY	100	Interpersonal Relations	3
ENG	101	English	5
ENG	102	Technical Writing(ENG 101)	5
CAR	101	Safe Use of Tools	3

CAR	103	Materials			3
CAR	105	Print Reading			5
CMT	202	Construction Drafting I	(CAR 105,SCT 100)		3
CMT	207	Construction Drafting II	(CMT 202)		3
CAR	107	Site Layout, Footings, and Foundations	(CAR 105)		5
CAR	110	Floor Framing	(CAR101,103,105)		3
CAR	111	Wall Framing	(CAR 101,103,105)		3
CAR	112	Ceiling and Roof Framing	(CAR 101,103,105)		6
CAR	114	Roof Covering	(CAR 101,103)		2
CAR	115	Exterior Finishes and Trim	(CAR 101,103,105)		5
CAR	117	Interior Finishes I	(CAR 101,103,105)		4
CAR	118	Interior Finishes I	(CAR 101,103,105)		4
CMT	204	Constuction Scheduling			2
CMT	205	Inspection Practices			4
CMT	211	Computerized Construction Estimating	(SCT100,CMT201)		3
CMT	212	Computerized Construction Accounting	(SCT100,CMT203)		3
CMT	217	Construction Contracting	(CMT 201)		5
		Occupationally Related Electives			5

Commercial Carpentry Specialization (The 92 credit core classes plus the following11 credits)

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

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

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

COMPUTER INFORMATION SYSTEMS

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 **one** of the following language courses:		7

CIS 113 COBOL Programming I (*CIS 105*)   CIS 250 RPG I Programming (CIS 105)
CIS 157 Introduction to Windows Program-   CIS 253 BASIC Programming I (CIS 105)
   ming UsingVisual BASIC (*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 114	COBOL II (CIS 113)	
CIS 149	Windows Programming C++ (CIS 256)	
CIS 157	Introduction to Windows Program-	
	ming UsingVisual BASIC (CIS 105)	
CIS 215	COBOL III (CIS 114)	
CIS 216	COBOL IV (CIS 215, CIS 214)	
CIS 250	RPG I Programming (CIS 105)	
CIS 251	Adv RPG Programming (CIS 250)	
CIS 253	BASIC Programming I (CIS 105)	
CIS 254	BASIC Programming II (CIS 253)	
CIS 255	Intro to "C" Programming (CIS 105)	
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 avaialble 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 Gradvation: *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	101	Mathematics	5

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	8
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	1
		Credits required for graduation:	**71**

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 and a previous graduation from medical program. Day classes are offered. New students are admitted annually.

First Quarter			**Credit Hrs**
ENG	101	English (Institutional Pre-requisite)	5
MAT	103	Algebraic Concepts (Institutional Pre-requisite)	5
PSY	100	Psychology (Institutional Pre-requisite)	3
DMS	101	Introduction to Sonography & Patient Care	5
DMS	102	Sonographic Physics 1	4
DMS	104	Cross Sectional Anatomy	3

Second Quarter

DMS	120	Pelvic Sonography & Pathology	4
DMS	125	Abdominal Sonography & Pathology	4
DMS	103	Sonographic Physics 2	2
DMS	111	Clinical Sonography 1	4

Third Quarter

DMS	121	Normal Obstetric Sonography	4
DMS	122	Fetal & Neonatal Anomalies	3
DMS	112	Clinical Sonography	7

Fourth Quarter

DMS	126	High Resolution Imaging	3
DMS	127	Interventional Sonography	3
DMS	113	Clinical Sonography	7

Fifth Quarter

DMS	142	Case Study & Journal Review	1
DMS	130	Introduction to Vascular Sonography	4
DMS	114	Clinical Sonography 4	7

Sixth Quarter

DMS	143	Comprehensive Registry Review	3
DMS	115	Clinical Sonography 5	9
		Credits required for graduation:	**90**

DRAFTING

Campus Availability
- *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 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
SCT	100	Introduction to Microcomputers	3
ENG	101	English	5
MAT	103	Algebraic Concepts	5
PSY	100	Interpersonal Relations	3
DDF	101	Introduction to Drafting	6
Second Quarter			
MAT	104	Geometry and Trigonometry	5
DDF	102	Size and Shape Description I(DDF 101)	5
DDF	103	Size and Shape Description II(DDF 102)	5
DDF	105	Auxiliary Views (DDF 103)	3
Third Quarter			
DDF	106	Fasteners (DDF 105)	3
DDF	107	Introduction to CAD (DDF102,SCT 100)	6
DDF	108	Intersections and Development(DDF 103,MAT104)	5
Fourth Quarter			
DDF	109	Assembly Drawings I (DDF 108)	5
DDF	111	Intermediate CAD (DDF 107,MAT 104)	6
DDF	112	3-D Drawing and Modeling (DDF 111)	6
and		Related Electives	3
		Credits required for graduation:	**74**

ADVANCED DRAFTING
Civil Specialization

Campus Availability • *Coosa Valley Tech Calhoun/Gordon County Campus*
This diploma requires completion of the 74 credit hour Drafting program and provides additonal technical training in architectural drafting.

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

ADVANCED DRAFTING
Mechanical Specialization

Campus Availability • *Coosa Valley Tech Calhoun/Gordon County Campus*
This diploma requires completion of the 74 credit hour Drafting program and provides additonal technical training in architectural drafting.

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

EARLY CHILDHOOD CARE & EDUCATION

Campus Availability
• *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.

Program Outline			Credit Hrs
ENG	101	English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations	3
SCT	100	Introduction to Microcomputers	3

Essential Fundamental Occupational Courses

ECE	101	Introduction to Early Childhood Care and Education	5
ECE	103	Human Growth and Development	5
ECE	105	Health, Safety, and Nutrition	5
ECE	112	Curriculum Development	4
ECE	121	Early Childhood Care and Education Practicum I	3
		Or option A:	
ECE	xxx	Program Elective	(5)
ECE	122	Early Childhood Care and Education Practicum II	3
		Or option B:	
ECE	xxx	Program Elective	(5)

Essential Specific Occupational Courses

ECE	113	Art for Children	3
ECE	114	Music and Movement	3
ECE	115	Language Arts & Literature (ECE 112, *ECE 103, ENG 101*)	5
ECE	116	Math & Science (ECE 103, *ECE 112, MAT 100*)	5
ECE	123	Parent Involvement	3
ECE	124	Early Childhood Care and Education Internship	12
		Credits required for graduation:	**75**

ELECTRICAL CONSTRUCTION AND MAINTENANCE

Campus Availability• *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.

Core Courses			Credit Hrs
ENG	101	English	5
MAT	101	General Mathematics	5
PSY	100	Interpersonal Relations	3

Fundamental Technical Courses

ELT	106	Electrical Prints, Schematics, Symbols	3
ELT	119	Electricity Principles II	4
ELT	120	Residential Wiring I	5
ELT	121	Residential Wiring II	5
IFC	100	Industrial Safety Procedures	2
IFC	101	Direct Current Circuits I	4
SCT	100	Introduction to Microcomputers	3

Specific Technical Courses

ELT	107	Commercial Wiring I	4
ELT	108	Commercial Wiring II	4
ELT	109	Commercial Wiring III	4
ELT	111	Single Phase and Three Phase Motors	5
ELT	112	Variable Speed/Low Voltage Controls	5
ELT	118	Electrical Controls	5
xxx	xxx	Technical Electives	3
		Credits required for graduation	**69**

ELECTRONICS TECHNOLOGY

Campus Availability
• *Coosa Valley TechCalhoun/Gordon County Campus*

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

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

and one of the following specializations:

Computer Specialization

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

Industrial Specialzation

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

Telecommunications Specialzation

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

INDUSTRIAL ELECTRICAL TECHNOLOGY

Campus Availability
• *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.*

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

INDUSTRIAL MAINTENANCE
Electrical Specialization

Campus Availability
• *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 four quarters for completion with the following day schedule. Day and evening classes are offered. New students are admitted quarterly.

Core Courses	Credit Hrs
MAT 103 Algebraic Concepts	5
ENG 101 English	5
PSY 100 Interpersonal Relations	3
Fundamental Technical Courses	
SCT 100 Introduction to Microcomputers	3
IFC 100 Industrial Safety Procedures	2
IFC 101 Direct Current Circuits I	4
IFC 102 Alternating Current I	4
IFC 103 Solid State Devices	4
IMT 102 Problem Solving In Technology	4
Electrical Maintenance Specialization Courses	
ELT 113 Programmable Logic Controls I	4
ELT 114 Programmable Logic Controls II	2
IMT 118 DC and AC Motors	4
IMT 119 Fundamentals of Motor Controls	4
IMT 120 Magnetic Starters & Breaking	4
IMT 121 Two-wire Control Circuits	3
IMT 122 Advanced Motor Controls	3

IMT	123	Variable Speed Motor Controls	4
IMT	129	Industrial Wiring I	5
IMT	130	Industrial Wiring II	5
IMT	132	Industrial Maintenance Electrical Review	3
IMT	126	PLC Practicum	4
		or IMT 127 Industrial Maintenance Internship (4)	
		and Technical or Tech. Related Electives	3
		Credits Required for Graduation	**82**

INDUSTRIAL MAINTENANCE
Mechanical Specialization

Campus Availability
• *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

Fundamental Technical Courses

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

Mechanical Maintenance Specialization Courses

ACT	100	Refrigeration Fundamentals	4
IMT	108	Industrial Mechanics I	7
IMT	110	Industrial Mechanics II	6
IMT	113	Industrial Hydraulics	8
IMT	115	Pneumatics I	4
IMT	128	Pumps and Piping Systems	2
IMT	133	Industrial Maint. Mechanical Review	3
MCH	109	Lathe Operations I	7
WLD	133	Metal Welding & Cutting Techniques	3
		and Technical or Tech. Related Electives	4
		Credits Required for Graduation	**82**

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.*

First Quarter — Credit Hrs

MAT	101	General Mathematics	5
MCH	101	Introduction to Machine Tool	6
MCH	102	Blueprint Reading for Machine Tool	5
MCH	109	Lathe Operations I	7

Second Quarter

MCH	104	Machine Tool Math I	5
MCH	110	Lathe Operations II	6
MCH	114	Blueprint Reading II	5
MCH	115	Mill Operations I	7

Third Quarter

ENG	101	English	5
PSY	100	Interpersonal Relations	3
MCH	105	Machine Tool Math II	5
MCH	116	Mill Operations II	6
MCH	118	Computer/CNC Literacy	5

Fourth Quarter

MCH	107	Characteristics of Metal/Heat Treat.	4
MCH	112	Surface Grinder Operations	6
MCH	151	Machine Tool Technology Internship	5
		Credits required for graduation:	**85**

ADVANCED MACHINE TOOL TECHNOLOGY

Campus Availability • *Coosa Valley Tech Rome/Floyd County Campus*
Completion of the 85 credit hour Machine Tool program and one of the the following advanced courses:

Advanced General Machinist Specialization

Required Courses		Credit Hrs
MCA 201	Advanced Milling I	7
MCA 203	Advanced Milling II	6
MCA 205	Advanced Lathe Operations I	7
MCA 207	Advanced Lathe Operations II	6
MCA 208	Advanced Grinding I	4
MCA 209	Advanced Grinding II	3
and	Electives	5
	Total credits required for graduation:	**123**

Computer Numerical Control Specialization

MCA 211	CNC Fundamentals	7
MCA 213	CNC Mill Manual Programming	7
MCA 215	CNC Lathe Manual Programming	7
MCA 217	CNC Practical Applications	6
MCA 219	CAD/CAM Programming	6
and	Electives	5
	Total credits required for graduation:	**123**

Tool & Die Specialization

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

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Campus Availability
• *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.*

Program Outline		Credit Hrs
SCT 100	Introduction to Microcomputers	3
ENG 111	Business English	5
ENG 112	Business Communications (ENG 111)	5
MAT 111	Business Mathematics	5
PSY 100	Interpersonal Relations	3
MKT 101	Principles of Management	5
MKT 104	Principles of Economics	5
MKT 105	Accounting for Marketing Applications (MAT 111)	5
MSD 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	
	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 Enviroment	5
MSD 157	Total Quality Management Principles	5
MSD 160	Business Plan Development	5
	Credits required for graduation:	**84**

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.*

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

MEDICAL ASSISTING

Campus Availability
• *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.*

First Quarter		**Credit Hrs**
ENG 101	English	5
MAT 101	General Mathematics	5
AHS 101	Anatomy and Physiology	5
AHS 109	Medical Terminology for Allied Health	3
MAS 101	Medical Law and Ethics	2
BUS 101	Beginning Document Processing	5
Second Quarter		
AHS 104	Introduction to Health Care	3
MAS 103	Pharmacology (prerequisite MAT 101)	5
MAS 104	Medical Administrative Procedures I (prerequisite AHS 101)	3
MAS 108	Medical Assisting Skills I	5
MAS 112	Human Diseases (prerequisites AHS 101, 109)	5
Third Quarter		
MAS 106	Medical Office Procedures	4
MAS 105	Medical Administrative Procedures II	3
MAS 109	Medical Assisting Skills II	5

MAS 113 Maternal and Child Care	5
PSY 101 Psychology	5
Fourth Quarter	
SCT 100 Introduction to Microcomputers	3
MAS 117 Medical Assisting Externship	6
MAS 118 Medical Assisting Seminar	4
Credits required for graduation:	**81**

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. Applicants must have completed EMT training prior to admission into this program. A day class schedule is offered. New students are admitted quarterly. *Note: The quarter in which courses are offered may vary from the following curriculum outline.*

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

PRACTICAL NURSING

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 quarterly.

First Quarter	**Credit Hrs**
ENG 101 English	5
MAT 101 General Mathematics	5
PSY 101 Psychology	5
AHS 101 Anatomy and Physiology	5
SCT 100 Introduction to Microcomputers	3
Second Quarter	
AHS 102 Drug Calculation and Administration	3
AHS 103 Nutrition and Diet Therapy	2
AHS 104 Introduction to Health Care	3
NSG 110 Nursing Fundamentals	10
Third Quarter	
NPT 113 Medical-Surgical Nursing II Practicum	7
NSG 113 Medical-Surgical Nursing II	9
Fourth Quarter	
NPT 112 Medical-Surgical Nursing I Practicum	7
NSG 112 Medical Surgical Nursing I	9
NSG 215 Nursing Leadership	2

Fifth Quarter

NSG	213 Obstetrical Nursing Program	3
NSG	213 Obstetrical Nursing	5
NPT	212 Pediatric Nursing Practicum	2
NSG	212 Pediatric Nursing	5
NPT	215 Nursing Leadership Practicum	2
DIS	150 NCLEX Prep	1
	Credits required for graduation:	**93**

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 summer quarter.

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

VASCULAR TECHNOLOGY

Campus Availability
• *Coosa Valley Tech Rome/ Floyd County Campus*

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

First Quarter	Credit Hrs
ENG 101 English (Institutional Pre-requisite)	5
MAT 103 Algebraic Concepts (Institutional Pre-requisite)	5
PSY 100 Psychology (Institutional Pre-requisite)	3
DMS 101 Introduction to Sonography & Patient Care	5
DMS 102 Sonographic Physics 1	4
DMS 104 Cross Sectional Anatomy	3
Second Quarter	
XXX XX Abdominal & Visceral Vascular Procedures	2
XXX XX Extremity Venous Vascular Procedure	2
DMS 103 Sonographic Physics 2	2
XXX XX Clinical Vascular 1	7
Third Quarter	
XXX XX Extremity Arterial Vascular Procedures	4
XXX XX Vascular Quantitative & Test Measurement	2
XXX XX Clinical Vascular 1I	7
Fourth Quarter	
XXX XX Cerebrovascular Procedures	4
XXX XX Case Study & Journal Review	1
XXX XX Pharmocology,Intervention & Diagnosis Vascular Modalities	2
XXX XX Vlinical Vascular III	7
Fifth Quarter	
XXX XX Comprehensive Registry Review	3
XXX XX Clinical Vascular IV	9
Credits required for graduation:	**77**

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.

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

Technical Certificate Programs

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

Tuition & Fees For Technical Certificate Classes:
Tuition will be charged per credit hour scheduled. Classes taught as a part of the regular diploma schedule will be at $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	Introduction to Microcomputers(BUS101)	3
BUS 157	Electronic Calculators	3
	Credits required for graduation:	28

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 107	Trim, Accessories, and Glass	2
ACR 110	Minor Collision Repair	2
ACR 128	Bolt-on Body Panel Removal/Replacement	4
ACR 130	Sanding, Priming and Paint Preparation	5
	Credits required for graduation:	20

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.

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

BASIC 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 PLC's.

Required Courses			Credit Hrs
PLC	113	Programmable Logic Control I	4
PLC	114	Programmable Logic Control I I	2
ELT	115	Diagnostic Troubleshooting	2
SCT	100	Introduciton to Microcomputers	3
IMT	126	PLC Practicum	4
		Credits required for completion:	**15**

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.

Required Courses			Credit Hrs
WLD	100	Introduction to Welding	6
WLD	101	Oxy fuel Cutting	4
WLD	104	Shielded Metal Arc Welding I	6
WLD	105	Shielded Metal Arc Welding II	6
WLD	106	Shielded Metal Arc Welding III	6
WLD	153	Flux Core Arc Welding	4
		Credits required for graduation:	**32**

BASIC SURVEYING

Campus Availability • *Rockmart/Polk 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
DDS	203	Surveying	3
DDS	216	Surveying II	7
DDS	219	Route Location Design	7
		Credits required for graduation:	**17**

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 Windows, Pagemaker, Power Point, Microsoft Word, Excel, and Access.

Required Courses		(Prerequisite in parenthesis)	Credit Hrs
ENG	111	Business English	5
MTH	111	Business Math	5
BUS	101	Beginning Document Processing	5
SCT	100	Introduction to Microcomputers	3
BUS	108	Word Processing (BUS101)	5
BUS	161	Desktop Publishing (BUS101, SCT 100)	5
BUS	105	Database Fundamentals (SCT 100)	3
BUS	202	Spreadsheet Fundamentals (SCT 100, MAT 111)	3
BUS	201	Advanced Word Processing (BUS108)	3
		Credits required for graduation:	**37**

BUSINESS DATA ENTRY CLERK

Campus Availability • *Rome/Calhoun/Rockmart Campuses*

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

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

CABINETMAKING FUNDAMENTALS

Campus Availability • *Rome/Floyd County Campus*

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

Required Courses		Credit Hrs
CAR 101	Safe Use of Hand & Power Tools	5
CAR 103	Materials	5
CAB 101	Cabinet Design & Layout	2
CAB 102	Cabinet Assembly I	5
CAB 103	Cutting Cabinet Components	2
CAB 106	Cabinet Assembly II	5
	Credits required for graduation:	**24**

ADVANCED CABINETMAKING FUNDAMENTALS

Campus Availability • *Rome/Floyd County Campus*

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

Required Courses		Credit Hrs
CAB 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
	Credits required for graduation:	**25**

CAD OPERATOR ARCHITECTURAL

Campus Availability
• *Coosa Valley Tech Calhoun/Gordon County Campus*

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

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

CAD OPERATOR MECHANICAL

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

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

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

CAD OPERATOR TRAINING

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

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

Required Courses			Credit Hrs
SCT	100	Introduction to Microcomputers	3
DDF	107	Introduction to CAD	6
DDF	102	Size and Shape Description I	5
DDF	103	Size and Shape Description II	5
DDF	105	Auxiliary Views	3
DDF	106	Fasteners	3
		Credits required for graduation:	**25**

CERTIFIED 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.

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

CERTIFIED MANUFACTURING SPECIALIST

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

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

Required Courses		Credit Hrs
AMF 152	Manufacturing Organizational Principles	2
AMF 154	Manufacturing Workforce Skills	2
AMF 156	Manufacturing Production Requirements	2
AMF 158	Automated Manufacturing Skills	4
AMF 160	Representative Manufacturing Skills	5
	Credits required for graduation:	**15**

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. Offered during evening hours.

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

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.

Required Courses			Credit Hrs
ELT	107	Commercial Wiring I	4
ELT	108	Commercial Wiring II	4
ELT	109	Commercial Wiring III	4
ELT	110	National Electric Code Industrial Applications	4
		Credits required for graduation	**16**

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.

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

COMPUTERIZED ACCOUNTING

Campus Availability • *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.

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

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.

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

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.

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

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.

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

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.

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

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.

Required Courses			Credit Hrs
SCT	100	Introduction to Computers	3
ELT	111	Single Phase and Three Phase Motors	5
ELT	112	Variable Speed Controls	7
PLC	113	Programmable Logic Control I	4
PLC	114	Programmable Logic Control II	2
ELT	115	Diagnostic Trouble Shooting	2
ELT	116A	Transformers (part A)	2
ELT	116B	Transformers (part B)	2
ELT	117A	National Electrical Code Indust. Apps. (part A)	2
ELT	117B	National Electrical Code Indust. Apps. (part B)	2
ELT	118	Electrical Controls	7
		Credits required for graduation	**38**

INDUSTRIAL CONTROLS
TECHNICIAN

Campus Availability
• *Coosa Valley TechCalhoun/Gordon County Campus*

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

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

MAMMOGRAPHY

Campus Availability • *Rome/Floyd County Campus*

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

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

MEDICAL CODING

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

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

MEDICAL RECEPTIONIST

Campus Availability • *Rome, Rockmart Campuses*
The purpose of this program is to provide entry-level skill to persons interested in working as medical receptionists.

Required Courses	(Prerequisite in parenthesis)	Credit Hrs
ENG 101	English	5
BUS 101	Beginning Document Processing	5
BUS 106	Office Procedures *(BUS101)*	4
AHS 109	Medical Terminology	3
MAS 104	Med. Admin. Procedures I (AHS 109,BUS101)	3
MAS 105	Medical Administrative Procedures II (MAS 104)	5
	Credits required for graduation:	25

MEDICAL TRANSCRIPTION

Campus Availability • *Rome/Calhoun/Rockmart Campuses*
This program provides training for medical-clerical support staff to transcibe notes, reports, and related information for physicians.

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

MICROSOFT OFFICE USER SPECIALIST
Office Suite Specialist

Campus Availability
• *Coosa Valley Tech Rome/Floyd County Campus*
This program leads to a certificate as a Microsoft Office User Specialist. Day and evening classes are offered. New students are admitted quarterly.

Required Courses		Credit Hrs
SCT 100	Introduction to Microcomputers	3
CIS 127	Word Processing & Desktop Publishing Techniques (SCT 100)	7
CIS 128	Spreadsheet and Database Techniques (SCT 100)	7
CIS 155	Microsoft Windows	3
ENG 111	Business English	5
MAT 111	Business Mathematics	5
CIS 221	Advanced Word	5
CIS 222	Advanced Excel	5

CIS	223	Advanced Access	5
CIS	224	Advanced Powerpoint	5
CIS	226	Advanced Frontpage	5
		Credits required for graduation:	**55**

MICROSOFT OFFICE USER SPECIALIST
Product Specialist
Campus Availability
• *Coosa Valley Tech Rome/Floyd County Campus*
This program leads to a certificate in speacializing in specific area utilizing Microsoft Products. Day and evening classes are offered. New students are admitted quarterly.

Required Courses			**Credit Hrs**
SCT	100	Introduction to Microcomputers	3
CIS	127	Word Processing & Desktop Publishing Techniques (SCT 100)	7
CIS	128	Spreadsheet and Database Techniques (SCT 100)	7
CIS	155	Microsoft Windows	3
ENG	111	Business English	5
MAT	111	Business Mathematics	5

Completion of <u>one</u> of the following Advanced Microsoft courses:

CIS	221	Advanced Word	5
CIS	222	Advanced Excel	5
CIS	223	Advanced Access	5
CIS	224	Advanced Powerpoint	5
CIS	226	Advanced Frontpage	5
		Credits required for graduation:	**35**

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

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

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 Business & Office Technology.

Required Courses			**Credit Hrs**
ENG	111	Business English	5
MTH	111	Business Math	5
BUS	101	Beginning Document Processing	5
BUS	102	Intermediate Document Processing (BUS101)	5
BUS	107	Machine Transcription (BUS102, ENG 111, SCT 100)	3
BUS	108	Word Processing (BUS101)	5
SCT	100	Introduction to Microcomputers	3
XXX	XX	Electives	8
		Credits required for graduation:	**39**

PC REPAIR AND INSTALLATION

Campus Availability • *Rome/Floyd County   Campus*
Calhoun/Gordon County Campus
Program prepares students for entry-level positions in PC repair and installation.

Required Courses			Credit Hrs
CIS	103	Operating Systems Concepts(SCT100)	5
CIS	106	Computer Concepts(SCT100)	5
CIS	122	Microcomputer Installation and Maintenance(CIS 103,SCT 100)	7
CIS	266	Preparation for A+ Certification	7
SCT	100	Introduction to Microcomputers	3
		Credits required for completion:	**27**

PC SOFTWARE SPECIALIST

Campus Availability • *Rome/Floyd County   Campus*
Campus Availability • *Calhoun/Gordon County Campus*
Program prepares students for basic use of Personal Computer.

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

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	Saftey	1
ACR	110	Minor Collision Repair	2
ACR	130	Sanding, Priming, and Paint Preparation	4
ACR	132	Special Refinishing Application	4
ACR	134	Urethane Enamels Refinishing Application	6
ACR	135	Tint & Match Colors	6
ACR	136	Detailing	2
		Credits required for graduation:	**25**

INDUSTRIAL CONTROLS
TECHNICIAN

Campus Availability
• *Coosa Valley TechCalhoun/Gordon County Campus*
This program leads to a certificate and provides a good introduction into the field of industrial maintenance. Student must interview with instructor and meet prerequisites and corequisites or be employed in industrial maintenance field. Day and evening classes are offered.

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

PATIENT CARE ASSISTANT
Certified Nursing Assistant

Campus Availability • *Rome/Floyd County Campus*

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

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

PHARMACY ASSISTANT

Campus Availability • *Rome/Floyd County Campus*

Program prepares students for entry-level positions in assisting pharmacy in calculating and dispensing drugs

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

PHLEBOTOMY

Campus Availability • *Rome/Floyd County Campus*

Program prepares students for entry-level positions performing medical procedures that involve drawing blood.

Required Courses			Credit Hrs
AHS	101	Anatomy & Physiology	5
AHS	109	Medical Terminology	3
PHL	103	Introduction to Venipuncture	4
PHL	105	Clinical Practice	8
		Credits required for graduation:	**20**

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
	Credits required for graduation:	**30**

SMALL BUSINESS OPERATIONS

Campus Availability • *Rockmart/Polk County Campus*

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

Required Courses	Credit Hrs
SCT 100 Introduction to Microcomputers	3
MKT 110 Entrepreneurship	8
ACC 101 Principles of Accounting	6
Credits required for graduation:	17

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 Saftey	1
ACR 132 Special Refinishing Applications	4
MCH 102 Blueprint Reading for Machine Tool I	5
Credits required for graduation:	18

SUPERVISORY 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
Credits required for graduation:	23

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	I P	Class in Progress
70-79	C	W P	Withdrew Passing
65-69	D	W F	Withdrew Failing
0-65	F	W D	Withdrew on or before midpoint of the quarter
		A U	Audited Course

Academic Status

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

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

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

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

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

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

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

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

Work Ethics Grades

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

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

Training Continuance Policy

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

Calculating Academic Progress

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

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

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

Course Transfer Or Exemption

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

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

High School Diploma/GED Graduation Policy

Students *will not* be allowed to graduate and receive a diploma from any credit program offered by 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. Students must have a high

school diploma or GED prior to entering an associate of applied technology degreee.

*Attendance Policy*_____

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

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

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

STUDENT CONDUCT

*Conduct Irregularity*_____

A student is subject to disciplinary action by the school which may include **suspension or expulsion** for commission of any of the following violations on the property of Coosa Valley Technical 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 drugs shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Drugs

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

While there is admittedly much controversy as to whether or not marijuana should be classified as a narcotic or

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

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

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

Gender Harassment

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

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

Discrimination Complaints

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

Disciplinary Appeal

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

GENERAL INFORMATION

Student Activities

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

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

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

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

Commencement Exercises

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

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

Student Safety

Students in shops and labs will be instructed as to the safe operation of tools and equipment. Where required, protective clothing, glasses, hood, and mask are to be worn.
Accidents & Illnesses - All accidents must be reported to the instructor in the area. Students who are injured or become ill should seek first aid from their instructors. Those in need of other medical treatment will be referred to a physician or emergency treatment center. *Insurance* - The school requires all students to be covered by accident insurance. Student coverage is provided through a student activity fee that is charged each quarter. The cost of medical treatment, transportation, and related expenses not covered by the

insurance will be the responsibility of the student.

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

COMPLIANCE
Equal Opportunity Statement

Federal law prohibits discrimination on the basis of race, color or national origin (Title IV of the Civil Rights Act of 1964), sex (Title IX of the Education Amendment of 1972), or disability (Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act, 1990), in education programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that Coosa Valley Technical Institute does not discriminate in any educational programs, activities or in employment policies. The following individuals have

been designated as the employees responsible for coordinating the school's efforts to implement this nondiscrimination policy: Title IX, Steve Bradshaw; Section 504 and/or ADA, David Cox. Inquiries concerning these laws should be addressed to the above individuals and mailed to One Maurice Culberson Drive, Rome, Georgia 30161.

Grievance Procedure for Complaints

Students or employees of Coosa Valley Technical 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.

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 ninty 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 99
- 47 completed more than half of the course work in their program
- 153 completed less than one-half of the course work in their program

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

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

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

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

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

SOURCES OF AID

Pell Grant - Maximum yearly award is $3,125 and does not require repayment if minimum attendance requirement is met. 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.

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, mechancal, science, and art. This self-administered inventory takes less than one hour to complete and is available at no cost.
- **Georgia Career Information System (GCIS)** - An interactive computer database providing information on occupational skills and wages, education and training programs, colleges, scholarships, job search preparation, and more.
- **Other Resources**- Assistance is provided to connect you to the world wide web, to check out reference books and videos, or to access other career guidance materials.

Job Readiness/Job Search

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

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

Remediation and Learning Opportunities

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

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

Resource Center/Library

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

Hours

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

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

ADMINISTRATION AND STAFF

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